



# EMPLOYEE REIMBURSEMENT DIRECT DEPOSIT INSTRUCTIONS

*PLEASE READ THIS INFORMATION CAREFULLY*

## COMPLETION INSTRUCTIONS

1. To enroll in Employee Reimbursement Direct Deposit, complete this form as follows:

### General Instructions

- Complete Sections A, B, and C if you are enrolling for the first time, re-enrolling after cancellation, or changing your existing Employee Reimbursement Direct Deposit information.
- Complete Section A and D only if you are cancelling your enrollment.

### Specific Instructions

#### Section A

##### (Item 1) Type of Enrollment Action

New - Complete for new enrollment or re-enrollment after cancellation

Change - Complete to change type of account, financial institution or bank routing number, or bank account number.

Cancel - Complete to cancel your Employee Reimbursement Direct Deposit

##### (Item 2) EMPLID

The EMPLID Number is a 9 digit number assigned to all employees of CSULA. All numeric digits are required, including "0". This number can be found on your CSULA Employee ID Card.

##### (Item 3) NAME

Complete the name field with your full legal name. Please note that your name must match the name on file with your financial institution.

##### (Item 4) DAYTIME PHONE NUMBER

Provide a daytime telephone number where you can be reached during business hours.

##### (Item 5) EMAIL ADDRESS

Provide an email address where you would like to receive your Employee Reimbursement Direct Deposit notifications.

Section B (Item 1) Indicate checking OR savings. Only one box must be checked. If left blank, will be processed as **checking**.

(Item 2) Enter Bank Routing Number (cannot begin with a '5' and cannot exceed 9 digits).

*See page 2 for Helpful Tips on Locating Your Bank Routing and Account Information.*

(Item 3) Enter Bank Account Number (cannot exceed 17 digits).

*See page 2 for Helpful Tips on Locating Your Bank Routing and Account Information.*

(Item 4) Enter Financial Institution Name.

(Item 5) Enter Financial Institution Address (optional).

2. Deliver your completed form to the Controller's Office or Fax to (323) 343-3650 Attn: Controller's Office

## EMPLOYEE REIMBURSEMENT DIRECT DEPOSIT POSTING DATES

While most financial institutions post funds to accounts at the beginning of the bank business day, this is not a universal practice. Some institutions post funds in the afternoon instead of the morning. It is strongly recommended that you check with your financial institution to determine when your funds will be available.

## CHANGING FINANCIAL INSTITUTION OR BANK ACCOUNTS

Your Employee Reimbursement Direct Deposit will continue to be deposited into your designated account at your financial institution until the Controller's Office is notified that you wish to change your bank account number and/or your financial institution. To change, complete and submit a new Employee Reimbursement Direct Deposit form with the new information. ***DO NOT CLOSE YOUR OLD ACCOUNT UNTIL YOUR FIRST PAYMENT IS DEPOSITED INTO YOUR NEWLY DESIGNATED ACCOUNT AND/OR FINANCIAL INSTITUTION.***

## PRIVACY NOTICE

The Information Practices Act of 1977 (Civil Code Section 1798.17) and the Federal Privacy Act (Public Law 93-579) require that this notice be provided when collecting personal information from individuals. Information requested on this form is used by the California State University, Los Angeles Controller's Office for the purposes of identification and enrollment processing. It is mandatory to furnish all information requested on this form except for financial institution name and address. Failure to provide the mandatory information may result in the enrollment action not being processed or being processed incorrectly.

## Where are my Bank Routing and Bank Account Numbers?

The line of numbers and special symbols at the bottom of one of your personal checks or deposit slips contains the bank routing and bank account number information you need to enter on the form.


### Example 1: Sample Check

A sample check form with the following fields: NAME, ADDRESS, CITY, STATE, ZIP; DATE; PAY TO THE ORDER OF; \$; DOLLARS; BANK NAME, ADDRESS, CITY, STATE, ZIP; FOR. At the bottom, there is a MICR line: @ 234567890 1234. Brackets below the MICR line identify the segments: the first nine digits (23456789) are labeled 'Bank Routing Number', the next seven digits (01234567) are labeled 'Bank Account Number', and the last three digits (890) are labeled 'Check Number'. A watermark 'Sample' is visible across the center.

### Example 2: Sample Deposit Slip

A sample deposit slip form with the following fields: NAME, ADDRESS, CITY, STATE, ZIP; DATE; DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL; SIGN HERE FOR CASH RECEIVED (IF REQUIRED); BANK NAME, ADDRESS, CITY, STATE, ZIP. On the right side, there is a grid for recording transactions with labels: CHECKS, CHECK OR TOTAL FROM OTHER SIDE, SUB-TOTAL, LESS CASH RECEIVED, and a dollar sign (\$) at the bottom. At the bottom, there is a MICR line: @ 234567890 1234. Brackets below the MICR line identify the segments: the first nine digits (23456789) are labeled 'Bank Routing Number' and the next seven digits (01234567) are labeled 'Bank Account Number'. A watermark 'Sample' is visible across the center.

#### Bank Routing Numbers

Your bank routing number is the nine digit number which appears between the  symbols on the bottom of your check.

#### Bank Account Numbers

Your bank account number usually appears to the right of the bank routing number. It can be up to 17 characters long and contains only digits and possibly hyphens. If the bank account number printed on your check contains spaces, you do not need to enter the spaces.

**Note:** Some banks display the check number to the left of the bank account number. Be sure you do not include the check number as part of the bank account number.