

DIRECT DEPOSIT REGISTRATION

SANTA BARBARA CITY COLLEGE

Thank you for your interest in receiving electronic payments from Santa Barbara City College. By registering for electronic payments, you authorize us to pay your invoices by initiating direct deposit entries to your checking or savings account. You may revoke your direct deposit authorization at any time by providing written notification to us at the address below.

Santa Barbara City College
Attn: Accounts Payable
721 Cliff Drive
Santa Barbara, CA 93109

Please complete and return this form to the address above.

1 *Direct Deposit*

Please **Attach a voided check to this form.** Provide your bank's ABA number and the number of the checking or savings account to which we should deposit payments. Use the sample check at the bottom of this form to locate this information on the MICR line of one of your checks.

Bank ABA number _____
Account number _____ Choose one: Checking Savings

2 *Remittance*

To receive paid invoice information when a deposit is made into your account, please provide your e-mail address below. If you do not provide an e-mail address, payments will be deposited into your account without notification.

E-mail address _____

3 *Authorization*

Name _____ Department _____
Title _____ Phone # _____
Signature _____ Date _____

Direct Deposit information can be found at the bottom of one of your checks. The Bank ABA or routing number will be 9 digits. Include any dashes (-) in your bank Account number.

ATTACH CHECK HERE