

The University of Texas at Austin
Electronic Funds Transfer Authorization Form (EFT)
Automatic Deposit or Payment

Complete this form to authorize automatic:

- Deposits via Electronic Funds Transfer (EFT) from The University of Texas at Austin directly to your bank account. For students, deposits may include refunds due to overpayment or as the result of dropped or withdrawn courses. All refunds will be deposited into the account indicated on this form.
- Payments, or withdrawals, via Electronic Funds Transfer (EFT) to The University of Texas at Austin are made directly from your bank account UPON YOUR SPECIFIC REQUEST. For example, you may use the EFT option to authorize an online payment of a debt to the University, such as a Perkins or NFLP loan payment or Student Financial Services (SFS) debt.
- The authorization agreement authorizes the university to reverse a deposit made in error.

Instructions for completing this form:

- PRINT legibly and COMPLETE all required fields (marked with *). **Failure to do so may result in the inability to process your request.**
- Your account and routing numbers must be exactly correct. If you are not sure, do not risk routing your funds to the incorrect location. Contact your financial institution for the exact account and routing numbers.
- ATTACH A VOIDED CHECK, reflecting these numbers, to the top of this form. In lieu of a voided check, you may ATTACH A FORM from the institution showing the proper checking/savings account and Automated Clearing House (ACH) routing numbers.
- When requesting a change to your existing direct deposit account information, you must also include your existing account information for verification purposes. This measure will help the university verify accuracy of the requested change.
- Mark the cancellation box below to cancel your current authorization.
- Complete the 'NACHA Requirement for ACH Transactions' section.
- Allow 2 weeks for processing of this paper form.
- Notification of electronic funds deposits sent to your bank account will be sent via email. If you wish to be notified, please provide your email address in the Authorization section on page 2.
- **Return form to MAIN BUILDING Room 4 or fax to 512-471-0212 or mail to:**
Office of Accounting
PO Box 7398
Austin, Texas 78713-7398
- Please call (512) 475-7777 if you have questions about electronic fund transfers or how to complete this form.

BANK INFORMATION

*BANK NAME: _____	CITY: _____
*ACH ROUTING NO: _____	*ACCOUNT NO: _____
*TYPE OF ACCOUNT: <input type="checkbox"/> Checking or <input type="checkbox"/> Savings	
*ACCOUNT OWNER'S NAME(S) IF DIFFERENT FROM ABOVE: _____	
*ACCOUNT OWNER'S SIGNATURE: _____	*DATE: _____

Mark if applicable: I request cancellation or updates to a previous request (See additional requirement below).

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Existing Account Information (Required if you are changing your bank information)

*BANK NAME: _____ *ACH ROUTING NO: _____

*ACCOUNT NO: _____

NACHA Requirement for ACH Transactions

The National Automated Clearing House Association (NACHA) adopted specific rules regarding International ACH Transactions (IAT). NACHA required entities originating ACH (Direct Deposit) payments to comply with IAT rules and federal law. To comply, all payees are required to identify the intended final destination of payments issued through the ACH network. (For further information on these rules, please contact your financial institution.)

*Check one box for appropriate selection (Required):

- No portion of payments will be forwarded from my US bank to a bank or financial agency outside the United States.
- Only a portion of payments will be forwarded from my US bank to a bank or financial agency outside the United States.
- 100% of payments will be forwarded from my US bank to a bank or financial agency outside the United States. Specify the name of the country where 100% of payments will be forwarded. (required) _____
(Payments from The University of Texas at Austin will be sent by check instead of direct deposit)

FOR FEDERAL LOAN PAYMENTS OR STUDENT FINANCIAL SERVICES REPAYMENTS

TO THE UNIVERSITY

What DAY and MONTH do you want your automatic payment to begin? _____

Monthly Payment Amount Requested: _____

Note: The acceptable payment date range is the 1st through the 28th of the month, and the beginning month can be no more than 3 months from current date.

In the event your designated account is closed or has insufficient funds, you will receive written notification from the University. The amount due plus a \$25 service fee will be due to the University within 10 days of notification that the funds were not available. Failure to make the payment will result in the cancellation of your automatic payment.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS) AND PAYMENTS (DEBITS)

I hereby authorize The University of Texas at Austin to initiate Automated Clearing House (ACH) credit and debit entries from/to my account.

I attest to the accuracy of the intended final destination of payments issued through the ACH network.

I authorize the Texas Comptroller of Public Accounts to deposit any payments made from the state of Texas to my financial institution electronically. I understand that the Texas Comptroller of Public Accounts will reverse any payments made to my account in error.

I further understand that the Texas Comptroller of Public Accounts and the University of Texas at Austin will comply at all times with the National Automated Clearing House Association's rules. (For further information on these rules, please contact your financial institution.)

*STUDENT NAME: _____
Last First Middle

*UT EID: _____ EMAIL: _____

*SIGNATURE: _____ *DATE: _____

* Required field

Revised 2/2/2015