

# EMPLOYEE'S AUTHORIZATION FOR ELECTRONIC FUNDS TRANSFER

- CPPS - Payroll Only
- COFRS - Employee Reimbursement (Travel - etc.)
- CPPS & COFRS - Both

AGENCY \_\_\_\_\_

EMPLOYEE NAME \_\_\_\_\_

WORK PHONE NO. ( ) \_\_\_\_\_ SOCIAL SECURITY NUMBER \_\_\_\_\_

FINANCIAL INSTITUTION NAME \_\_\_\_\_

FINANCIAL INSTITUTION PHONE NUMBER ( ) \_\_\_\_\_

FINANCIAL INSTITUTION TRANSIT NUMBER \_\_\_\_\_

Account Number (From Deposit Slip or Check)

Note: Need separate forms if more than one account is needed.

### ACCOUNT TYPE

- Savings Account
- Checking Account

ATTACH VOIDED DEPOSIT TICKET or  
VOIDED CHECK HERE

**Additional Information**

<p>Dis Type</p> <table style="border: none;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">19</td> <td style="font-size: 2em; vertical-align: middle;">}</td> <td>C=CHECK</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td></td> <td>A=ADVICE</td> </tr> </table>	19	}	C=CHECK			A=ADVICE	<p>Pay Dis</p> <table style="border: none;"> <tr> <td style="border: 1px solid black; width: 20px; text-align: center;">20</td> <td style="font-size: 2em; vertical-align: middle;">}</td> <td>D=ALPHA</td> </tr> <tr> <td style="border: 1px solid black; width: 20px; height: 20px;"></td> <td></td> <td>H=ZIP CODE</td> </tr> </table>	20	}	D=ALPHA			H=ZIP CODE
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20	}	D=ALPHA											
		H=ZIP CODE											

**Agency Use Only**

*I HEREBY AUTHORIZE MY EMPLOYER TO INITIATE ELECTRONIC FUNDS TRANSFER (EFT) DEPOSIT, AND IF NECESSARY, TO REVERSE ANY INCORRECT EFT DEPOSIT MADE IN ERROR TO MY BANK ACCOUNT INDICATED ABOVE.*

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

*I HEREBY CANCEL THE AUTHORITY PREVIOUSLY GIVEN TO MY EMPLOYER BY THIS WRITTEN NOTIFICATION FROM ME OF ITS TERMINATION IN SUCH TIME AND IN SUCH MANNER AS TO AFFORD THE EMPLOYER AND THE DEPOSITORY A REASONABLE OPPORTUNITY TO ACT ON IT.*

DATE: \_\_\_\_\_ SIGNED: \_\_\_\_\_

**WHITE** - PAYROLL ONLY - Agency Personnel/Payroll Office  
 EMPLOYEE REIMBURSEMENT ONLY - Agency Account: Payable Officer  
**BOTH** - Make a copy and send to both

**CANARY** - Employee