



CALIFORNIA  
INSTITUTE OF  
TECHNOLOGY

## Tired of Waiting for Checks in the Mail?



## Sign Up for Direct Deposit Today! It's Fast. It's Simple. It's Secure.

### How it works?

When you enroll in Caltech's Direct Deposit Program, you will receive your payments through Electronic Funds Transfer (EFT). Once an invoice is approved for payment, the funds will be electronically deposited to your designated account within 3 days. An email with detailed remittance advice is then sent to the email address you've provided for your records.



### Why choose Direct Deposit?

It's faster and safer than mailing checks. No more waiting for the Postal Service to deliver your check and no more lost checks in the mail.

The money is deposited directly to your account. This means no more trips to the bank and the funds are immediately available for use.

Better cash management and forecasting. You will know exactly when the payment has been made.

It's easy! Just complete the attached form and return to start receiving payments by Direct Deposit. See Direct Deposit Authorization Form for more details.

### Questions?

Please feel free to call or email us  
Procurement Hotline: 626-395-8900  
Monday – Friday 8:00AM to 5:00PM PST  
Email: [procurementhotline@caltech.edu](mailto:procurementhotline@caltech.edu)



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