

Caltech

Direct Deposit Authorization Caltech Individuals

Instructions			
<p>Caltech individuals may receive direct deposit payments from Payment Services that are not payroll related. Please use this form to enroll, update, or cancel direct deposit. Please allow 3-5 business days to complete your request. Submit completed form securely at https://pdropbox.caltech.edu or fax to: (626) 229-9864.</p> <p>For security purposes, you may be contacted by phone to verify your identity and bank information when an enrollment or update request is received by Caltech Supplier Management.</p>			
Section 1 – Action Requested			
Enroll	Change or Update	Cancel	
Section 2 – Payee Information			
Payee Name			
Address			
Phone Number		UID Number	
Email Address			
Check one category			
Staff	Faculty	UG Student	Grad Student
Academic Non-Faculty	Caltech Retiree	JPL/JPL Retiree	
Section 3 – Banking Information			
Checking Account		Savings Account	
Bank Name			
Branch Name and Address			
ABA (Routing Number)			
Name on Bank Account			
Bank Account Number			
Section 4 – Authorization			
<p>I authorize the California Institute of Technology to deposit payments into the bank account as indicated on this form. It is my responsibility to notify Supplier Management of any changes to the bank account provided above in a timely manner. I authorize Caltech to initiate electronic deposits to my account and if necessary, reverse deposits made in error to my account.</p>			
Authorization Signature/Date			

Payment Services, Supplier Management
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