

Caltech

Direct Deposit Authorization Form

Instructions

US domestic suppliers/payees may receive direct deposit payments from Caltech. Please use this form to enroll, update, or cancel EFT (Electronic Funds Transfer) payments. Please allow 3-5 business days to complete your request. Submit completed form to our secure Dropbox at <https://pdropbox.caltech.edu> or fax to: (626) 229-9864.

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.

Section 1 – Action Requested

Enroll	Change or Update	Cancel
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Section 2 – Supplier/Payee Information

Supplier/Payee Name	
Address	
Phone Number	

Section 3 – Banking Information

Bank Name	
Branch Name and Address	
ABA (Routing Number)	
Name on Bank Account (must be the same as Supplier or Traveler Name)	
Bank Account Number	

Section 4 – Accounts Receivable Contact

Name	
Phone Number	
Email Address (for remittance notification)	

Section 5 – Authorization

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 the California Institute of Technology to initiate electronic deposits to my account and if necessary, reverse deposits made in error to my account.

Name and Title (for business entity)	
Authorization Signature/Date	

Payment Services, Supplier Management
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