

ACH Enrollment Form/Change Form

for reimbursement and/or vendor payment

Orange Coast College's ACH payment program simplifies payments and reimbursements by directly depositing them into your checking or savings account. Please complete this form and attach account verification, such as: a voided check if choosing a checking account, or a deposit slip if choosing a savings account.



Email: Scan the completed form and a voided check or deposit slip and email to:
occaccounting@ccd.edu



Bring it in person to the Bursar's office located in the College Center



Mail: Orange Coast College
Attn: Bursar's Office
2701 Fairview Rd.,
Costa Mesa, CA 92626

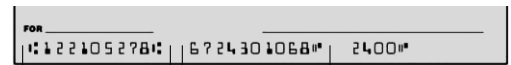
Please fill out the required information below:

Financial Institution Name: _____

ABA/Routing No.* : _____

Account No.** : _____

Type of Account: Checking Savings



* First grouping of nine numbers printed at the bottom of your check.

** Second grouping of numbers printed at the bottom of your check or direct deposit slip.

Check the appropriate box, if applicable:

New Account

This is my first time enrolling

Change Account Information

I am/we are currently enrolled in the direct deposit program but wish to designate a different bank account.

Discontinue Participation

I/we wish to discontinue participation in the direct deposit program effective immediately.

By signing below, I hereby authorize Orange Coast College to deposit any amounts owed to me by initiating credit entries to my account at the financial institution indicated on this form and to initiate adjustments, if necessary, for any entries made in error.

Name

Business Name (if different than above)


Phone Number

Email Address (required)

Date

Business Unit Number

Signature



Checklist

- Have you attached a voided check if choosing a checking account or a deposit slip if choosing a savings account? This eliminates potential errors in properly recording your bank account information.
- Have you completed all required information?
- Have you signed the form?

BURSAR'S OFFICE USE ONLY	
Auxiliary:	Vendor:

