# UH EFT Form (direct deposit)

If you do not submit this completed form, then you will receive all payments by mailed check to the mailing address entered on your most recently submitted WH-1.

## Select one:

* **New Authorization:** select this if setting up direct deposit for the first time.
* **Change of Bank Information**
* **Cancel Direct Deposit**

If any information changes in the future, you are solely responsible for making such changes so that your payments are not incorrectly sent.

## Business/Individual Name and Mailing Address (General)

* Name: Enter your full name
* DBA: leave blank
* Address, City, State, Zip Code: Enter your current mailing address
* Vendor Number: leave blank

## Contact Information

* **Contact Name:** Enter your full name
* **Title:** leave blank
* **Email address:** Enter your email address
* **Phone:** Enter your phone number

## Tax Identification Information

* **Federal ID Name:** Enter your name as it shows on your SSN or ITIN card. If you do not have an SSN or ITIN, leave blank.
* **Federal ID Number:** Enter your SSN or ITIN. If you do not have an SSN or ITIN, leave blank.

## Financial Institution Information

* **Financial Institution Name:** Enter your bank name.
* **ABA Routing Number:** If you have a checking account, this is usually found on your check. otherwise, contact your bank for the information.
* **Bank Account Number:** This can also be found on your check if you have a checking account. If unsure or do not have a checking account, contact your bank for the information.
* **Street Address:** Enter your bank’s street address, not your personal address.
* **City, State, Zip code:** Enter your bank’s city/state/zip, not yours.
* **Type of Account:** Choose whether this information is for a checking or savings account. If a checking account, attach a blank, voided check. This is a blank, personal check that has routing and account numbers on it that confirm the information you provided. It should be blank, unsigned, and you should write a big “VOID” across it so that it cannot be used.

## Authorization to Make Electronic Fund Payments

Remember to sign, print your name, and date. Leave blank the “business title.”

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## International Electronic Funds Transfer Certification

You must check the box that says “The final destination of my electronic payment is a U.S. bank.” If you choose the other box, your direct deposit will probably not be accepted.

Remember to sign, date, and print your name. Leave blank the “business name” and “title.”