Print

Reset Form

The University of Texas at Austin
Electronic Funds Transfer Authorization Form (EFT)
Automatic Deposit or Payment

Complete this form to authorize automatic:

- Deposits via Electronic Funds Transfer (EFT) from The University of Texas at Austin directly to your bank account. For students, deposits may include refunds due to overpayment or as the result of dropped or withdrawn courses. All refunds will be deposited into the account indicated on this form.
- Payments, or withdrawals, via Electronic Funds Transfer (EFT) to The University of Texas at Austin are made directly from your bank account UPON YOUR SPECIFIC REQUEST. For example, you may use the EFT option to authorize an online payment of debt to the University.
- The authorization agreement authorizes UT to reverse a deposit made in error.

Instructions for completing this form:

- PRINT legibly and COMPLETE all required fields (marked with *). **Failure to do so may result in the inability to process your request.**
- Your account and routing numbers must be exactly correct. If you are not sure, do not risk routing your funds to the incorrect location. Contact your financial institution for the exact account and routing numbers.
- ATTACH A VOIDED CHECK, reflecting these numbers, to the top of this form. In lieu of a voided check, you may ATTACH A FORM from the institution showing the proper checking/savings account and Automated Clearing House (ACH) routing numbers.
- Complete a new form when you wish to make changes or to cancel this authorization.
- Allow 3 weeks for processing of this paper form.
- Notification of electronic funds transfers will be sent via e-Mail. If you wish to be notified, please provide your e-Mail address below. You will also receive an e-Mail message when your address is added to The Office of Accounting records.
- Return form to MAIN BUILDING Room 4, or mail to:
  Office of Accounting
  P O Box 7398
  Austin, Texas 78713-7398
- Please call (512) 475-7777 if you have questions about electronic fund transfers or how to complete this form.

AUTHORIZATION AGREEMENT FOR AUTOMATIC DEPOSITS (CREDITS) AND PAYMENTS (DEBITS)

I hereby authorize The University of Texas at Austin, hereinafter called UNIVERSITY, to initiate credit and debit entries from/to my account indicated below and the depository named below, hereinafter called BANK, to credit and/or debit the same to such account. This authorization is to remain in force and effect until UNIVERSITY has received written notification from me of its termination in such time and in such manner as to afford UNIVERSITY and BANK a reasonable opportunity to act on it.

STUDENT NAME: _____
Last First Middle

UT EID: _____ E-MAIL: _____

SIGNATURE: _____ DATE: _____

Check if you are requesting the cancellation of an existing authorization ☐ .

BANK INFORMATION

*BANK NAME: _____ CITY: _____

*ACH ROUTING NO: _____ *ACCOUNT NO: _____

*TYPE OF ACCOUNT: ☐ Checking or ☐ Savings

*ACCOUNT OWNER'S NAME(S) IF DIFFERENT FROM ABOVE: _____

*ACCOUNT OWNER'S SIGNATURE: _____ DATE: _____

** Required field*

Revised 6/20/2005