



**The University of Texas at Austin  
Automatic Payment Request Authorization Form  
For Retiree Insurance Payments**

Automatic payments via Electronic Funds Transfer (EFT) to The University of Texas at Austin can be made directly from your bank account upon your request. You will continue to receive a quarterly retiree billing statement.

**Instructions for completing the form:**

- **Complete all fields.**
- **Attach a VOIDED CHECK.** In lieu of a voided check, you may attach a form from your financial institution with the account number and Automated Clearing House (ACH) routing number.
  - Please note that the ROUTING NUMBER is printed on the lower left hand corner of your checks (the first nine digits). *However, anyone wishing to make payments from a credit union or an investment account should contact their financial institution for proper ACH routing instructions.*

**SAMPLE CHECK**

2222  
11-111  
1111(1)

DATE \_\_\_\_\_

PAY TO THE ORDER OF \_\_\_\_\_ \$ \_\_\_\_\_  
DOLLARS

MEMO \_\_\_\_\_

⑆ 23567890 ⑆ 0000 000000 ⑆ 2222

Bank Routing Number      Bank Account Number      Check Number

- **Sign and date the Authorization Agreement.**
- **Please allow 2 weeks for processing time. You can also set up or change your automatic payment profile online at <https://utdirect.utexas.edu/acct/rec/autopay/> up to 2 p.m. on your scheduled payment date.**
- **Complete a new form to update your payment information or to cancel this authorization.**
- **Notification of payments via electronic funds transfer (EFT) will be sent via E-mail.**
- **For questions, please contact Payroll Services at 512-471-5271**
- **Please return the form and voided check to the MAIN BUILDING, Room 134 or mail in to:**

**THE UNIVERSITY OF TEXAS AT AUSTIN  
ATTN: PAYROLL SERVICES  
P.O. BOX 7849  
AUSTIN, TX 78713-7849**