

ACH Enrollment Form/Change Form

Choose Direct Deposit. It's simple. It's safe. It's about time.

Orange Coast College is pleased to offer ACH deposit for payments. With our direct deposit program, your payment is credited to your checking or savings account each payment cycle. If you would like to participate, please complete this form and **attach a voided check if choosing a checking account, or a deposit slip if choosing a savings account into which you desire the deposit to be made.**

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

OR

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

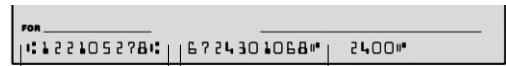
We are committed to a strong working relationship with you and will always strive for ways to make doing business with us as easy as possible. We hope you will take advantage of this program's convenience and security.

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:

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

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 #