

# 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@occ.cccd.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

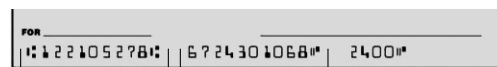
### Please fill out the required information below:

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.*

Legal Name \_\_\_\_\_

OCC ID Number (if applicable) \_\_\_\_\_

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: \_\_\_\_\_

