



Cal Poly Pomona Foundation, Inc.
Financial Services-Accounts Payable

3801 W. Temple Ave., Bldg. 55
Pomona, CA 91768

**ELECTRONIC FUNDS TRANSFER SIGN-UP
 AUTHORIZATION FORM AND AGREEMENT**

Please complete this form. Fax form to 909.869.4549 for processing.

Name (Print)	Vendor ID
Address	
City, State, Zip	Phone (area code)
1 st E-Mail Address* (*For Remittance Information)	
2 nd E-Mail Address*	Contact Name*

Financial Institution (Print)

Address

City, State, Zip

Phone (area code)

Check One: Start Change Cancel

Check One: Checking Savings

Attach Voided Check or provide Routing & Account #s.

The principal purpose for requesting this information on this form is to verify your identity and set up your account to receive EFT payments. Furnishing your name, address, and bank account information is mandatory-failure to provide such information will delay or may even prevent the payment for which this form is being filled out. Information on this form is used by the Foundation for non-payroll payments, and may be transmitted to the State and Federal government as required by law.

Please read the terms and conditions on page 2.

Attach Voided Check Here

Or provide the following information:

Account Number: _____

Routing Number: _____

**Email address is required for notification electronically with payment details.*

FOR FOUNDATION USE ONLY:

Vendor ID: _____

Completed by/Dtd: _____ Emailed/Dtd: _____

Reviewed by/Dtd: _____ Scanned/Dtd: _____

Acceptance

I hereby authorize EFT Payments to the account number above under the Cal Poly Pomona Foundation terms and conditions for Electronic Funds Transfer incorporated by reference to this Agreement and verify that the information contained on the face hereof is correct.

Signature **Print Name** **Title** **Date**



Payments through Electronic Funds Transfer (EFT)

Our goal is to increase our efficiency and save you time! We would like to encourage you to receive direct deposit accounts payable payments via ACH rather than by check by completing the “[Electronic Funds Transfer Sign-Up Authorization Form and Agreement](#)”. You will save time by having your payments deposited directly into your bank account automatically.

ACH Benefits:

- Direct deposit bank payments eliminate the possibility of a payment being lost or delayed in the US mail and save you a trip to the bank to deposit the check.
- Direct deposit payments always provide you with a record. All direct deposit payments including the invoice details will be sent to you through an e-mail notice and you will see the same transaction on your bank statement.
- Direct deposit payments provide you with better cash flow because the funds are immediately deposited to your bank account and available to you.
- You may change your bank account information at any time and provide us with an updated EFT authorization form and we will make direct deposit payments to the new account.

Signing up is easy! Please fill-out the “[Electronic Funds Transfer Sign-Up Authorization Form and Agreement](#)”, sign and fax to: 909-869-4549

If you have any questions or need additional information, please contact fdnap@cpp.edu.

TERMS AND CONDITIONS FOR ELECTRONIC FUNDS TRANSFER (EFT)

By submitting the completed and signed electronic funds transfer form and Agreement, it is agreed:

- To accept payments from the Cal Poly Pomona Foundation Inc. (Foundation) through electronic funds transfer.
- To the terms and conditions for electronic funds transfer payments and The Foundation can rely on the information supplied on the enrollment form.

The terms and conditions are hereby incorporated into all existing agreements, contracts and any future reimbursement or invoices with the Foundation.

- The Foundation will initiate EFT payments to reimburse employee expenses or pay all vendor invoices or obligations arising from existing agreements and contracts and agreed that you will accept EFT payments to satisfy all such obligations. EFT payments will be made to the financial institution and account number shown on your enrollment form.
- Payment will be made in accordance with and governed by the Corporation Trade Rules of the National Automated Clearing House Association(NACHA).
- You or an authorized representative must communicate any changes to the electronic funds transfer sign-up authorization form to the Foundation in writing within 15 days of the effective date to allow adequate time to respond to the changes. The Foundation will not be responsible for any loss arising solely from error, mistake, or fraud regarding the information on the electronic funds transfer sign-up authorization form.
- These EFT terms and conditions do not change the respective rights and obligations contained in any agreement or contract you may have with the Foundation. Payment will be considered made when your financial institution has received or has control of a payment transaction from the Foundation.
- The Foundation has the right to discontinue this agreement immediately or adjust future payments if payments previously made are found to be duplicates, in excess of requirements, fraudulent, in error or require any other adjustment under the terms of this agreement. This may be accomplished by using an ACH debit.
- The Foundation is responsible for an EFT transaction only to the time your financial institution receives or has control of the transaction. The Foundation will be responsible for loss of funds electronically transferred only when the loss is due solely to the negligence of the Foundation. The Foundation will not be responsible to pay any fees to the bank in relation to the transfer of the funds. The Foundation also will not be required to pay any late fees if the funds remitted are not credited to your account through no fault of the Foundation.
- Either party may terminate this EFT agreement by sending written notice, effective 10 business days after receipt. **All reimbursement and or invoice amount information will be emailed to the email address(es) noted on the sign up form.**