

SETTING UP DIRECT DEPOSIT

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CSUN Foundation strongly encourages the use of direct deposit (ACH) for the payment of invoices. Each vendor who anticipates payments, whether regularly or from time to time, should complete the Direct Deposit Form on-line to facilitate their timely receipt.

1. You will only complete this process once.
2. Proceed to the CSUN Foundation website:
<https://www.csun.edu/foundation/forms-and-policies>
3. Utilize the **Direct Deposit Form** link under Additional Forms:

Additional Forms

- [Corporate and Foundation Proposal Submission Form](#)
- [Direct Deposit Form](#) ←
- [Event Proposal Submission Form](#)

4. The form is completed on-line to retain the information securely. You will need the information about your bank account (name of bank, routing number (referred to as the ABA number), and your account number). Please use a blank check to obtain this information, **not a deposit slip**.
5. Once this has been submitted, it will create a banking record within the CSUN Foundation to facilitate future payments.
6. As payments are processed on your behalf, you will receive an e-mail notification of the payment.
7. Please remember you only complete this process before your first payment or if your bank information changes.

Timeline for Payments:

CSUN Foundation disburses funds on a weekly basis. When direct deposit is utilized, which is preferred, the individual or business receiving the funds will receive an e-mail when the funds are transferred to their bank account. Please allow at least two (2) days for the funds to appear as a deposit with a notation of CSUN Foundation. The e-mail will itemize the invoices and/or expenses being paid with that particular deposit.

Questions regarding the Process can be addressed to the CSUN Foundation at (818) 677-4657.