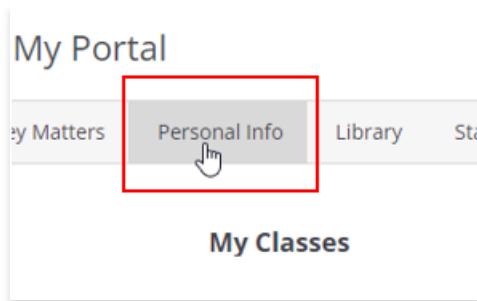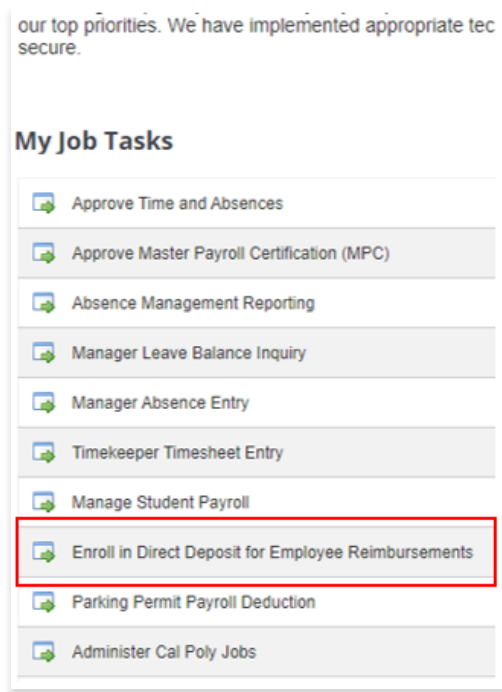# EMPLOYEE NON-PAYROLL DIRECT DEPOSIT FOR REIMBURSEMENTS

Follow these steps to enroll in Employee **non- payroll** direct deposit. It may take up to 4 weeks to apply.
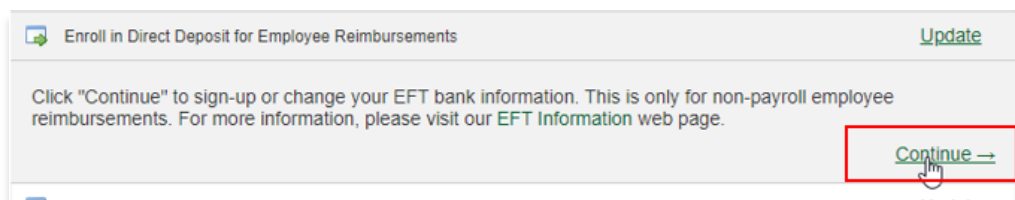
1. Login to my.calpoly.edu portal

2. Click on "Personal Info" tab

3. Scroll down to "My Job Task" and click on Enroll in Direct Deposit for Employee Reimbursements

4. Click on Continue

5. Enter your banking information;
6. Acknowledge terms and conditions
7. Submit

Enroll In Non-Payroll Direct Deposit

Your Name   Emplid: Your Emplid

Direct Deposit Account Type: ⦿ Checking   ○ Savings   [Inactivate Direct Deposit]

Routing Number: XXXXXXXXX   What are my Routing and Account Numbers?

Account Number: XXXXXXXXXX

Confirm Account Number: [   ]

Terms and Conditions

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association ("NACHA") California Polytechnic State University, San Luis Obispo to credit any reimbursements due to me via automated clearinghouse electronic fund transfer ("ACH") to the bank and bank account owned by me referenced above. Further, I hereby authorize Cal Poly, San Luis Obispo to withdraw funds from the above referenced bank account owned by me via ACH debit. Such debits are authorized only to perform legitimate and appropriate financial transactions between me and the CSU including, but not limited to, retrieval of reimbursement overpayments. This authorization will remain in effect until cancelled in writing. A new authorization must be completed if I change my bank account, close my bank account, or change financial institutions.

Note: I understand that Cal Poly, San Luis Obispo requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

☐ I acknowledge that I have read and agree to the above Terms and Conditions.

[Cancel]   [Submit]