

EFT Instructions

This is the process for employees who would like to be reimbursed by direct deposit/electronic funds transfer (EFT). This is for employee reimbursements (e.g. travel). For payroll direct deposit, please contact Human Resources.

How to sign up for EFT

1. Complete the EFT form that follows these instructions. Otherwise, the form is accessible from the [forms section](#) on the ABA Website.
from the alphabetical list of forms, click on either the Accounts Payable & Travel link.
2. Fill out and sign the EFT form.
3. Add a voided check or deposit slip to the EFT form.
4. Email the form to vendoratarecordform@csus.edu for processing.

What happens next

Once you have signed up for EFT and have submitted your first travel claim, employee reimbursement request or travel advance, watch for the email notification that the payment has been sent to your bank. You may have to look in your “Junk E-mail” folder. If the email did end up in your “Junk E-mail”, then right click on the email and select “Junk” from the drop down list and then “Never Block Sender”.

