Electronic Funds Transfer (EFT) Enrollment Instructions

- Complete the form and include a current voided check. All of the banking information on the EFT Authorization form, including the account and routing number, must match the information on the voided check. Retain a copy for your own records. Make sure you send the original form; copies or faxes are not accepted.

- If you are depositing funds to a savings account, you must provide your bank’s name, address, and routing number. This information is available from your bank. Your full name as it appears on your UC registration must be on the EFT Authorization form, as well as your full name as it appears on the bank account.

- The bank account you designate to receive your EFT deposit must be in the U.S.

- If you do not have personal checks, you can still set up an EFT for your checking account. You can obtain a temporary (counter) check from your bank. In lieu of checks, EAP will accept a letter from your bank (on bank letterhead) with your account details. The letter must be signed by a bank officer.

- Deposits cannot be issued to accounts held at investment firms.

- The EFT Authorization form does not authorize UOEAP to extract funds from the designated account.

- Once EFT has been established, you will remain on direct deposit until you cancel the EFT authorization or change your bank account. If you change bank accounts, close your account, or change institutions, a new EFT Authorization form must be completed. The transfer will not automatically go to your new account. It will also delay the receipt of your funds via a paper check.

- If you receive funds you are not entitled to, you will be billed for repayment.

- When a disbursement is issued to you, you will receive an alert via the e-mail address you entered in MyEAP. You must verify with your bank the amount as well as the date the funds were deposited into your account.

- If your EFT Authorization form has inaccurate or missing information, it will not be processed. Further, you will not be contacted for correct banking information.