



University of California, Davis

Pay Disposition Form

UCDPAY 1 (06/02)

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|---|-------------------------------|--------------------------------|
| Employee Name: (Last, First, M.I.) | Employee ID No. (4-12) | Effective Date: (13-18) |
| Actual Home Department Name: | | |

Please Select One of the Following Options:

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| <input type="checkbox"/> SUREPAY DIRECT DEPOSIT Check One: <input type="checkbox"/> Checking Account OR <input type="checkbox"/> Savings Account | <p>I choose to have my pay directly deposited to my account at the financial institution indicated below:</p> <p>Financial Institution Name: _____</p> <p>Branch Name: _____ Account No.: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>With the selection of SUREPAY, I authorize the University of California, Davis to initiate credits and/or debits to my account. Debits shall be initiated only to effect appropriate adjustments against a prior credit made for the same pay date. I understand that debit transactions are limited to reductions for University salary overpayments and to respond to mandatory court orders. Debits may not be initiated after the pay dates, and the result of the credit less the debit will be the net pay to which I am entitled and will be no different from the net amount I would have received had the SUREPAY method not been selected and a payroll check had been printed.</p> <p>Date: _____ Signed: _____ Phone: _____</p> <p>EFFECTIVE DATE: SUREPAY will be effective approximately 30 days from the date this form is received by the Accounting Office, Payroll Division. This waiting period is used by the banking system for your safety to verify your account information with your financial institution. Any paychecks issued to you during this waiting period will be sent to your earnings statement address as indicated below.</p> <p>EARNINGS STATEMENT: An earnings statement indicating payroll information will be sent in a sealed envelope before each pay day to your home department. If you work at another location and prefer to receive your earnings statement there, please indicate:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> Alternate Department: (six digit department code) </div> |
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PLEASE ATTACH A VOIDED CHECK HERE

FOR ACCOUNTING OFFICE USE ONLY

| T.C. (1-2) | Dispo (19) | Bank Table (20-24) | Bank Account Number (25-41) | C/S (42) | Ind. (43) | Alternate Home Dept. Code (44-49) (six digit department code) |
|---------------|---------------|-----------------------|--------------------------------|-------------|--------------|--|
| SP | 8 | | | | 1 | |

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| <input type="checkbox"/> CHECK ISSUANCE Campus/UCDMC Mail FedEx will be used to distribute payroll checks to distant University locations, e.g., Field stations, the Bodega Marine Laboratory Facility, etc. | <p>I choose to receive my payroll check in a sealed envelope at my home department or at the following alternative department if indicated:</p> <div style="border: 1px solid black; padding: 5px; width: fit-content; margin-left: auto; margin-right: auto;"> Alternate Department: (six digit department code) </div> <p>Signed: _____</p> <p>Date: _____</p> |
|--|---|

FOR ACCOUNTING OFFICE USE ONLY

| T.C. (1-2) | Di spo (19) | Alternate Home Dept. Code (44-49) (six digit department code) |
|---------------|----------------|--|
| PD | | |

| | |
|--|---|
| <input type="checkbox"/> CHECK ISSUANCE U.S. MAIL This payroll check address is not used for W2 or other mailing purposes. You must submit a PDF Form, UPAY 544, to change your permanent home address. You may indicate a bank address here, but the deposit will not be as timely as SUREPAY. | <p>I choose to receive my payroll check through the U.S. Mail at the address specified below. I understand that the Accounting Office, Payroll Division will not replace payroll checks lost or delayed by the U.S. Post Office within eight working days following payday. **Available for employees with off-site work locations only.</p> |
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ACCOUNTING USE ONLY

| T.C. (1-2) | Dispo (19) | T.C. (1-2) | Dispo (19) |
|-----------------------|--------------------------------------|---------------|------------------|
| P6 | PAYROLL CHECK ADDRESS LINE 1 (19-48) | PD | |
| T.C. (1-2) | PAYROLL CHECK ADDRESS LINE 2 (49-78) | | |
| P7 | CITY (19-39) | STATE (40-41) | ZIP CODE (42-50) |

Signed: _____ **Date:** _____

Send signed original to: Payroll Division