The University of Texas at San Antonio

Payroll Office

Retiree Premiums Bank Debit Payment

Authorization Form

(210) 458-4280

Instructions (Six Steps)

Retiree UT EID
Retiree Name (Last Name, First Name) (Please Type)

Step 1: Complete all Retiree Contact fields

Email
Phone
Address: Street
Address: City, ST

Action Type

- New Bank Debit Enrollment
- Modify Current Bank Payment Information
- Cancel Bank Debit Payment Effective (mm/yyyy)

Step 2: Select an Action Type

Payment frequency will be set to the current monthly amount debited on 10th of each month, or next business day if date of the 10th is a weekend or official holiday.

Example: $600 Quarterly Premium bill - current monthly due is $200.

Account Information

Account Type: Checking or Savings
Financial Institution: Enter Your Financial Institutions name
Routing Number: 123567890
Account Number: 0000 00000

Step 3: Complete Banking Information

Identify Check number to NOT include as part of account number

 SAMPLE CHECK

PAY TO THE ORDER OF

$1000.00

DATE

DOLLARS

MEMO

Bank Routing Number
Bank Account Number
Check Number

Step 4: Attach a Voided Check

Authorization Agreement: I hereby authorize The University of Texas at San Antonio (UTSA) to initiate bank debits to my financial institutional account listed above by way of Automated Clearing House (ACH) debiting process. This authority will remain in force until I have given written notice or debit service has been discontinued by UTSA's discretion. I understand that I must provide advance written notice to allow reasonable time for my instructions to be executed including Enrollment, Cancellation, and Modifications of the debit service, approximately 14 days. I understand it is my sole responsibility to ensure that I have sufficient funds to allow for the regularly scheduled debits by this Debit Payment process which are posted on UTSA Payroll Office website and Premium Insurance Billing statements.

Employee Signature:  Step 5: Ensure you sign your form  Date

Last Revised: 7/19/11

Mail ORIGINAL FORM to UTSA Payroll Office
1 UTSA Cir, San Antonio, TX 78249

Step 6: Mail to Payroll Office