

# Signing PDF Documents in Adobe Acrobat Reader

For use with Vendor/Employee Direct Deposit forms

If the document you are signing contains private information (i.e., SSN, banking info, etc.), **please do not email** the sign formed back to the sender. Accounts Payable will send you a link allowing for secure submission. If you have questions, email [accounts.payable@csueastbay.edu](mailto:accounts.payable@csueastbay.edu) or call (510)885-3277.

If you do not have Adobe Acrobat Reader installed, please download the application directly through the Adobe website. <https://get.adobe.com/reader/otherversions/>

## STEP #1

Please ensure that the form is filled out completely and all information provided is accurate.

## STEP #2

Once all required information has been completed, click on the “Tools” tab located on top of the form.

**\*\*Note:** The “Fill & Sign” icon may appear on the right hand side of the PDF depending on what version of Adobe Acrobat Reader you have. **\*\***

Home Tools Employee Direct De... x Sign In

Tools Tab

CAL STATE EAST BAY

Employee Reimbursement Direct Deposit Authorization Accounts Payable

Please carefully fill out the Employee Reimbursement Direct Deposit form, ensuring routing and bank account information is accurate. When completed, electronically sign the document. For additional instructions regarding signing the document, please click this link.

Using the AP Dropbox email invitation, return the completed document by clicking on the UPLOAD FILES option. Attach completed file, fill in your first name, last name and your email address. Then click UPLOAD. For questions, please contact Accounts Payable at 510-885-3277.

Employee Information

Select One:  New Request  Change of Bank or Account Number  Delete Authorization

Requestor Name: John Smith Employee ID Number: 123456

Requestor Title: Admin Analyst II Contact Phone: 510-885-3333

Work Email: john.smith@csueastbay.edu

Bank Name: US Bank

Bank Address: 21345 Fake St., Hayward CA, 94542

Account Type:  Checking  Savings

9-Digit Routing Number: 112233445  
(Please verify the routing number with your financial institution)

Account Number: 123456789

Authorization

I hereby authorize in accordance with the rules and regulations of the National Automated Clearinghouse Association (NACHA) California State University, East Bay (CSUEB), 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 CSUEB 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 CSUEB 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.

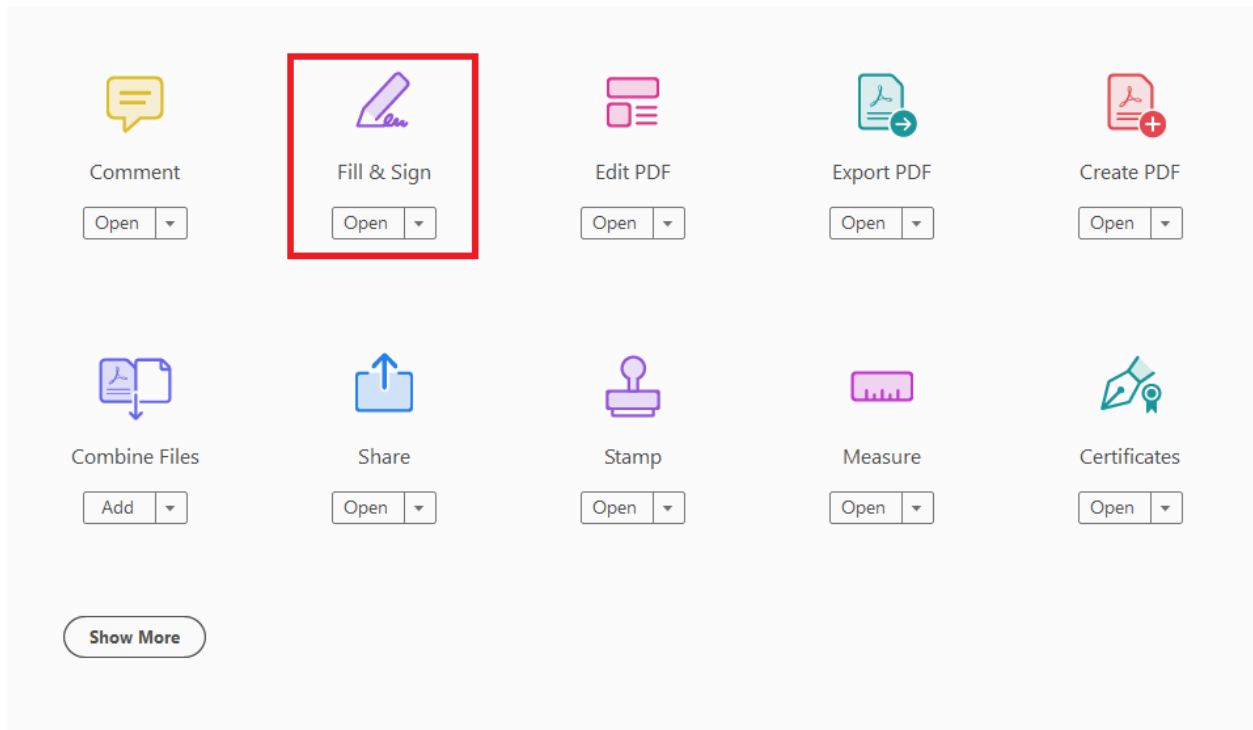
I understand that CSUEB requires ten (10) business days to set up this initial authorization and two (2) business days for funds to become available following an ACH electronic funds transfer.

Signature: \_\_\_\_\_ Date: 05/07/2020

Privacy notification: The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University to provide the following information to individuals who are asked to supply information about themselves. The principal purpose for requesting information on this form is to acquire authorization for reimbursement distribution to a financial institution of the individual's choosing. Furnishing an information on this form is mandatory. Failure to provide such information will delay or may prevent completion of the action for which the form is being submitted Rev. May 2020

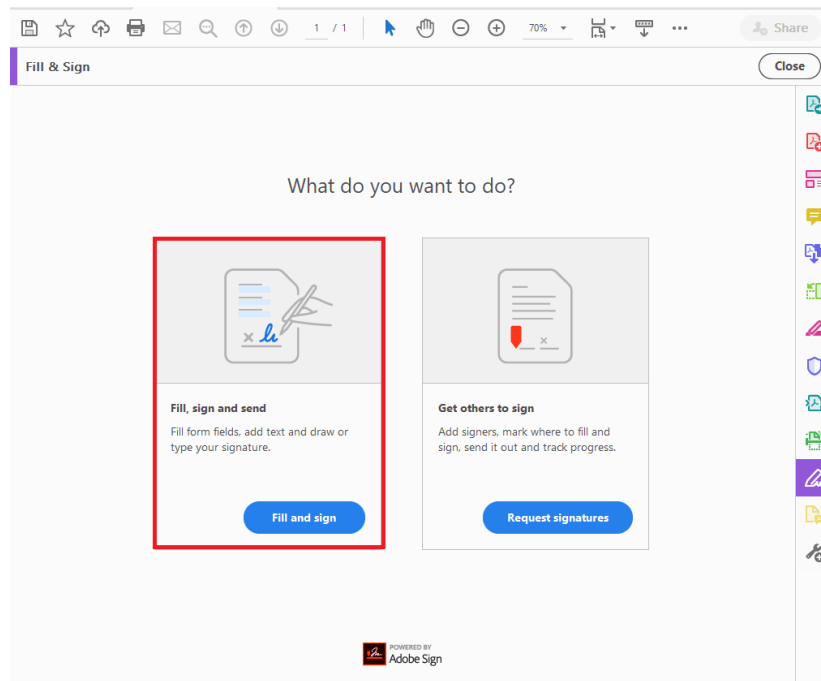
Fill & Sign Tool

Once the Tools Tab is opened, choose “Fill & Sign.”



### STEP #3

Again, choose “Fill and sign” if prompted.



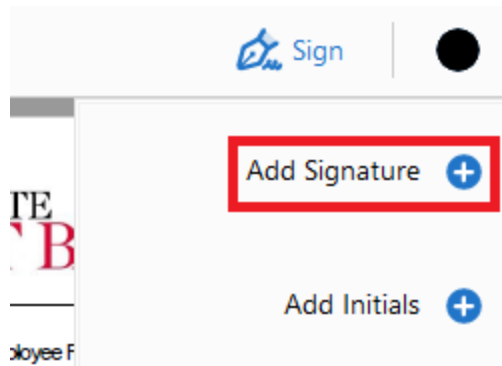
#### STEP #4

Click on “OK” to exit out of the generic message box. The click on the “Sign” logo.



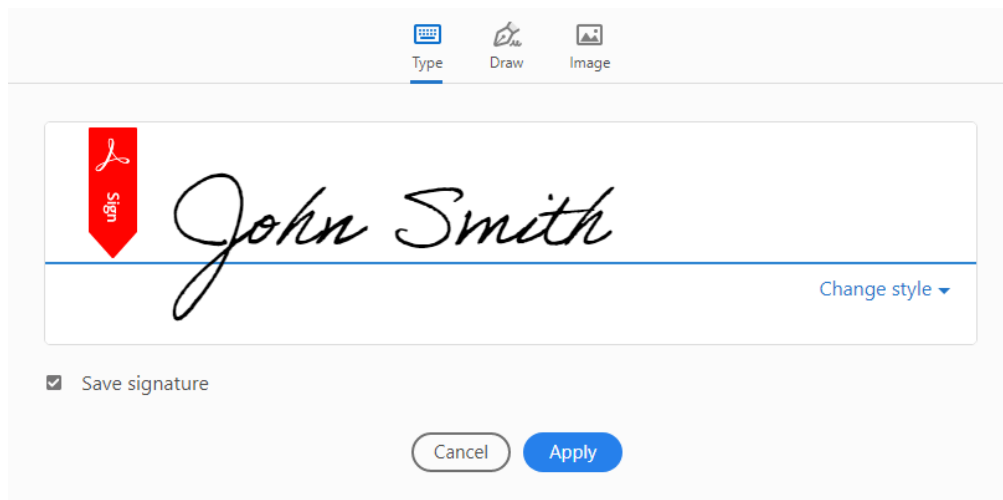
#### STEP #5

Choose “Add Signature.”



#### STEP #6

Type in your full legal name and then click “Apply”



**STEP #7**

Drag the applied signature over to the signature line of the document and left click to drop your signature.

After dropping signature, save as the PDF and name the file according.

Signature: John Smith Date: 05/07/2020