

INSTRUCTIONS FOR ELECTRONIC FUNDS TRANSFER AUTHORIZATION
For a LUC to LUC BANK ACCOUNT (FORM LU to LU.1)

USES

The LUC Treasurer's Office will make the final decision as to the necessity of all electronic payment.

INSTRUCTIONS

- 1) Type or print all information legibly.
- 2) To request or change the set-up of a repetitive LUC to LUC EFT, this form should be submitted two weeks prior to the first desired transaction date. To delete a repetitive LUC to LUC EFT set-up, this form should be filled out as soon as possible.
- 3) All sections of the form should be completed before forwarding to the LUC Treasurer's Office. The signature of the Requestor is necessary for the approval of the LUC Treasurer's Office.
- 4) After the approval of the LUC Treasurer's Office, they will arrange for set-up, change, renewal or deletion with the bank. *Repetitive LUC to LUC EFT authorizations will be valid for a period of two years.*