INSTRUCTIONS FOR ELECTRONIC FUNDS TRANSFER REQUISITION
For LUC to LUC BANK ACCOUNT (FORMLUtoLU.2)

USES

The LUC Treasurer's Office will make the final decision as to the necessity of an electronic payment. All repetitive EFTs must have been established using FORM LUtoLU.1.

INSTRUCTIONS

1) Type or print all information legibly.

2) To request a LUC to LUC repetitive EFT, an Electronic Funds Transfer Authorization for should have been filled out at least two weeks prior to the first request of payment.

3) All sections of the form should be completed before forwarding to the LUC Treasurer's Office. The signature of the Requestor is necessary.

4) The form should be forwarded to the LUC Treasurer's Office for initiation. All requests must be received by noon the day of initiation.