Electronic Funds Transfer (EFT) Authorization Form

By completing this form, you authorize the University of Baltimore Foundation, Inc. (UBF) to instruct your financial institution to make donations from the account of your choice. Complete this authorization form, **attach a voided check,** and return to the address listed below. For a savings account, provide the name of the financial institution, the account routing number, and the bank I.D. number.

Within the next two months, you will begin to see the deducted amount on your bank statement. The deductions will continue until you choose to cancel or change the amount of your monthly gift **in writing with 30 days advanced notice**.

Each January you will receive a statement from UBF showing the amount you have donated through our EFT program during the calendar year (January through December). **Save that receipt for tax documentation.**

Name: _____

Phone Number: _____

E-mail: _____

Address:_____

City, State Zip: _____

Total amount deducted bi-weekly/monthly/quarterly (circle one) $_____ ($10 minimum)

Start date (mm/dd/yyyy) _____

Fund Designation:
- ☐ Fund for Excellence
- ☐ Merrick School of Business Annual Giving Fund
- ☐ School of Law Annual Giving Fund
- ☐ Yale Gordon College of Arts and Sciences Annual Giving Fund
- ☐ College of Public Affairs Annual Giving Fund
- ☐ Lansdale Library
- ☐ Other: _____

Electronic Funds Statement of Authorization *(will be kept on file at UBF)*
I authorize my financial institution to transfer the amount indicated from the stated account to UBF. This authorization shall remain in effect until I notify UBF in writing that I wish to discontinue the transfer of funds. A record of each charge will be included in my regular bank statement. I understand that I will receive an official UBF receipt showing a total of my EFT gifts soon after the end of the calendar year.

___Checking   ___Savings Account #: _____ Routing #: _____

_____   _____
Signature of account holder (required)   Date

Please Return Form and Voided Check to:
University of Baltimore Foundation
1130 N. Charles Street
Baltimore, MD 21201
Attn: Gift Processing