



Direct Deposit Authorization Form
for Travel and Business Expense Reimbursement

For Pace University employees who engage in authorized travel and/or incur costs properly associated with University business, Pace University's Accounts Payable Department will provide the option of reimbursement via direct deposit.

If you have any questions about this process, please feel free to contact Regina Beatty by email at rbeatty@pace.edu or by phone at x22855.

Please select from the following options:

- Designate account information already on file
New Application (if no info on file)
Change Account Information
Termination

Name:

Banner U#: Extension:

Bank Name:

Address:

Transit ABA Number: Account Number:

Account Type: Checking Savings

Please attach a voided check and / or savings account deposit slip here.

I hereby authorize Pace University or its designee(s) ("Pace") to deposit reimbursement(s) for authorized business-travel and expenses directly into the account I have designated above.

Signature: Date:

Please fill out form online, print and return all documents to Regina Beatty, AP Manager, Accounts Payable, Briarcliff Campus or fax to (914) 989-8118

Please note:

After a change of account information for direct deposit, the interim accounts payable check will be mailed to your Home address which is on file in Banner.

EFFECTIVE JUNE 2009 for individuals that do not elect reimbursement through direct deposit all accounts payable checks will be mailed directly to the recipient's current or last known home address on file.