



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. Accounts Payable will make such deposit(s) to the primary bank account that you have designated on your payroll records. Please check the correct box below, sign the attached form and return to Regina Beatty. If you wish to direct your travel and business expense reimbursements to a **different bank account** you must complete and return to Regina Beatty the below banking information section. If one does not elect the option of reimbursement through direct deposit, reimbursement checks will be mailed directly to the recipient's current or last known home address on file.

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. Should Pace deposit reimbursement funds to which I am not entitled, I hereby authorize Pace to direct the above-designated financial institution to return such funds to Pace by any lawful method(s), and further authorize the financial institution to debit the same to my account. This authorization will remain in effect until I revoke it by writing signed by me.

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. Please allow two (2) check cycles for the information to take effect.

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. Accounts Payable will no longer hold any checks for pick up or send interoffice mail.