



Office of Business Affairs

Authorization for Direct Deposit of Travel and Expense Reimbursements

New Change Cancel

1. Read and complete the information requested below.
2. The bank you specify must be a member of Automated Clearing House. Contact your bank to obtain the Bank Code.
3. Determine where you want your Travel and Expense payment deposited. You may have it deposited in any of your existing savings or checking accounts.
4. Provide details concerning your bank account.
5. For checking accounts, attach an unsigned personal check with the word "VOID" written across the face of it. Do not sign the check. For savings accounts, attach a copy of a deposit slip.
6. Return this completed agreement directly to:

**Office of Business Affairs
Newman Hall, Room 204
Queens campus
Fax (718) 990-5935**

Please sign me up for Travel and Expense Direct Deposit. I authorize St. John 's University to deposit payments into the account named below. This authority will remain in force until I have given written notice that I have terminated it or until St. John's University has notified me that this deposit service has been terminated. I understand that I must give advance notice to allow reasonable time for my instructions to be executed. If ever an incorrect amount should be deposited to my account, I authorize my bank and St. John's University to make the appropriate adjustment.

Please print:

Employee's Name: _____ X # _____

Employee's Address: _____

City _____ State _____ Zip code _____ Ext. _____

E-Mail Address (required) _____

Routing Number: _____

Your bank's routing number (ABA number) appears at the bottom left of your check between the marks indicated.

Bank Name _____

Account # _____ Checking Money Market Savings

Branch Address _____

Employee's Signature: _____ Date _____