Texas A&M University-Kingsville EMPLOYEE REIMBURSEMENT DIRECT DEPOSIT AUTHORIZATION

INSTRUCTIONS

* Use only BLUE or BLACK ink

* Check all appropriate box(es)

* Alterations must be initialed

For further instructions, see the back of this form

* Financial institution must complete section 4 or a voided check must be attached

SECTION 1: TRANSACTION TY	PE			
☐ New setup (se	(sections 2, 3 &4)		institution	(sections 2,3 & 4)
☐ Cancellation (Se	(Sections 2 & 3)			(sections 2,3 & 4)
· ·	•	☐ Change account t	vpe	(sections 2,3 & 4)
			-	, ,
SECTION 2: EMPLOYEE IDENT	TIFICATION			
Social Security Number or			2. Home Phor	ne Number
Federal Employer's Identification (FEI)				
3. Name			4. Office Exte	nsion Number
o. Name			4. Office Exte	noion Number
5. MSC Box where notification can be mailed.				
SECTION 3: AUTHORIZATION F	OR SETUP. CHANGES	OR CANCELLATION		
	,			
6. Pursuant to section 403.016, Texas Govern	ment Code. Lauthorize Bank of A	merica, an agent of Texas A&	M University-Ki	nasville, to deposit by electronic
transfer payments owed to me by the Univ				
University shall deposit the payments in t				
information on this authorization form, the	processing of the form may be d	elayed or that my payments r	nay be erroneou	isly transferred electronically.
I consent to and agree to comply with the	National Clearing House Associat	ion Rules and Regulations ar	nd the University	's rules about electronic transfers as
they exist on the date of my signature on			•	
7. Authorized signature	8. Printed name	<u> </u>	9. Date	
7. Authorized signature	8. Printed name	-	9. Date	
7. Authorized signature	8. Printed name		9. Date	
			9. Date	
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	UTION	a voided check is not		
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SECTION 4: FINANCIAL INSTIT (Must be completed by financial in 10. Financial institution name 13. Routing transit number 16. Representative name (please print) 18. Representative signature	UTION Institution representative if 11. City 14. Customer account nu	umber	provided)	15. Type of account
SECTION 4: FINANCIAL INSTIT (Must be completed by financial in 10. Financial institution name 13. Routing transit number 16. Representative name (please print) 18. Representative signature SECTION 5: BUSINESS OFFICE	UTION Institution representative if 11. City 14. Customer account nu	umber	provided)	15. Type of account

NOTICE

25. Comments

For Deposit Information

Deposit notification will be mailed to employee through campus mail.

Please submit this form to the Business Office, Accounts Payable Department, MSC 104, (Marcy A. Flores).

EASE OF MIND

DIRECT DEPOSIT

You no longer have to wait for the mail to receive your refund!

Now you have a choice. Electronic refunds are quick, secure, and convenient. The Division of Finance and Administration at Texas A&M University-Kingsville will electronically deposit any refund directly into your account at the financial institution of your choice.

3 EASY STEPS

- 1. Complete the authorization form on the reverse side
- 2. Attach a voided check or ask a representative from your financial institution to complete section 4 of the form
- 3. Return form to:

Texas A&M University-Kingsville Business Office Accounts Payable Department 700 University Blvd MSC 104 Kingsville, TX 78363

The advantages of this process are as follows:

Once the invoice is processed, the funds are distributed to your financial institute the following business day (excluing holidays)

This process will reduce the loss of checks, which creates a grater delay due to the procedure of doing a stop payment

State funds are distributed from the Comptroller's office in Austin. A check for the state funds is maled to the university, and then mailed to the vendor. This process can take up to 5 days unless funds are electronically distributed.

Invoices greater than \$5000 do not need to be held for 30-days

For questions, please call Marcy Flores (361)593-4192 or Judy (361)593-3952 at the Business Office.

DON'T LOSE TIME... GET YOUR REFUND FASTER WITH DIRECT DEPOSIT