

ACCOUNTS PAYABLE / TRAVEL DIRECT DEPOSIT AUTHORIZATION FORM

Travel reimbursements, stipends, honorariums, or other **non-payroll** reimbursements/ payments due from the University can now be deposited directly into your checking or savings account.

Please print or type:

Last Name:	First:	Middle:	A#:
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L _____
Signature of employee for authorization indicated below Date Phone Number

Authorization:

I authorize the Utah State University Accounts Payable Office to deposit my reimbursement /payment to:

Financial institution Name: _____

Type of account: Checking Savings

Account number: _____

Notification:

Notification of direct deposit amount:

L **Yes!** I would like to be notified of the direct deposit amount by email.

Email address (please print or type) : _____

If your email address is not filled in, you will be notified by mail.

Required

Attach an original voided check here
if depositing to a **checking account**.
(No deposit slips, please, for checking accounts).

If depositing to a **savings account**, attach verification of account number.