

**INSTRUCTIONS FOR DIRECT DEPOSIT AUTHORIZATION FORM
EMPLOYEE TRAVEL AND PURCHASE REIMBURSEMENTS ONLY**

Texas A&M University employees may have their reimbursement amounts deposited directly in any financial institution that is a member of the Automated Clearing House Network.

Step 1: Obtain the **DIRECT DEPOSIT AUTHORIZATION FORM** from Financial Management Services. Please note this authorization is separate from any payroll authorization that you may have previously submitted.

Step 2: Return the completed **DIRECT DEPOSIT AUTHORIZATION FORM** to

Texas A&M University
Financial Management Operations
Accounts Payable
6000 TAMU
College Station, Texas 77843-6000

NOTE: Once the information is received and the data is entered, funds will be deposited directly into your account for the next reimbursement. You may contact Accounts Payable at 845-8286 to verify that your direct deposit has been established.

Financial Management Operations will send you an e-mail notification to your neo account letting you know that a deposit has been made into your bank account.



Texas A&M University
Financial Management Operations
Direct Deposit Authorization Form
For Employee Reimbursements-Travel and Purchase

EMPLOYEE IDENTIFICATION-To be completed by employee

Name:	Social Security Number:	
E-mail:	Work Phone:	Home Phone:
Department:	Mail Stop:	

ACTION REQUESTED FINANCIAL IDENTIFICATION-To be completed by employee or financial institution representative

Initial Set-up	Name of Bank/ Credit Union:	Phone:
	Address:	
Change	City, State, Zip Code:	
	Electronic deposit routing number (obtain from bank/credit union):	
Cancel	Account Number:	
	Indicate account type below: Checking (attach printed void check) Savings (attach copy of account number card)	
	Name of person completing this section if other than employee:	

EMPLOYEE AUTHORIZATION

I authorize Texas A&M University (TAMU) to deposit by electronic transfer my reimbursement amounts to the financial institution and account indicated above. **I acknowledge responsibility for providing complete and accurate information on this authorization form** and understand that TAMU may contact my financial institution to confirm accuracy of information. This authorization is to remain in effect until I provide written notice of cancellation. TAMU reserves the right to *reverse* an incorrect posting; however, I fully understand that TAMU **must** notify me on or before the settlement date (payday) and explain the reason for the reversal. I further understand that if changes occur in my account, i.e., switching deposit from checking to savings, closing account, changing banks, etc. it is my responsibility to contact Financial Management Services immediately.

Signature: _____ Date: _____

Return form to: Texas A&M University
 Financial Management Operations
 6000 TAMU
 College Station, Texas 77843-6000
 Call Financial Management Operations (979) 845-8286 for assistance.

Office Use Only

Verified:	Confirmed:	Entered:
Distribution:		

Privacy Notice: State Law requires that you be informed of the following: (1) You are entitled to request to be informed about the information about yourself collected by use of this form (with a few exceptions as provided by law); (2) you are entitled to receive and review that information; and (3) you are entitled to have the information corrected at no charge to you.