DIRECT DEPOSIT FOR TRAVEL

We are pleased to be able to offer you a new convenience –Travel Direct Deposit! Now you can have your travel check automatically deposited in your checking or savings account each month. And you don't have to change your present banking relationship to take advantage of this service.

Direct Deposit will help you in many ways.

- It saves trips to your financial institution
- It saves time in depositing checks—no long lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster—reduces the possibility of overdrafts
- It means you get your money deposited to your account even if you're on vacation or away from the office on business or illness.

Here's how Direct Deposit works:

On the day travel checks are issued, you will receive a statement showing the amount of your travel reimbursement. Your money will already have been deposited in your account. The amount of the deposit will appear on your bank statement.

We believe you will like the added convenience of having your travel check automatically deposited for you. **Direct Deposit** is safe, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to the **Accounts Payable Department** in Robert.

The authorization form, which is provided, gives your company and your financial institution authority to deposit your travel check to your account. Simply complete the form in order to take advantage of Direct Deposit.

All you need to do is:

1. Mark the box before type of account to indicate whether your travel check will be deposited in your checking or savings account.
2. Fill in YOUR CENTER, the date and financial institution information.
3. ***Attach a VOIDED check for verification of all financial institution information. Direct Deposit for Checking WILL NOT be entered without a copy of a VOIDED CHECK. If your checking account does not issue checks, follow the instructions for savings direct deposit.***
4. ***If your direct deposit is for a Savings Account, the correct routing and account numbers should be provided to us by the bank, either by statement or signing below for verification. The employee can also provide a copy of the member card which includes routing and account information. Your direct deposit WILL NOT be entered without this information and will be returned to you!!!!!!!!!!***

BE SURE TO SIGN THE FORM!

I authorize you and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my: ☐ checking account ☐ savings account each month. This authority will remain in effect until I have cancelled it in writing.

CENTER:_____ ☐ HS ☐ EHS DATE: _____

_____ _____

FINANCIAL INSTITUTION NAME (PLEASE PRINT)

_____ _____

BRANCH ACCOUNT NUMBER AT FINANCIAL INSTITUTION

_____ _____

CITY STATE SIGNATURE

TRANSIT ROUTING NUMBER ACCOUNT NUMBER INFORMATION

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FOR SAVINGS ACCT, THESE NUMBERS MUST BE PROVIDED BY THE BANK AND BANK REP. MUST SIGN BELOW FOR VERIFICATION:

BANK REPRESENTATIVE SIGNATURE _____