



Direct Deposit of Employee Reimbursement

Name _____

Personnel Number _____

Please choose the option you prefer

___ **Option 1**

I hereby authorize Edinboro University to **(circle one) Start / Change / Stop** remittance of reimbursement due to me to the same account at the Financial Institution used for my current net pay direct deposit.

or

___ **Option 2**

I hereby authorize Edinboro University to **(circle one) Start / Change / Stop** remittance of reimbursement due to me to the Financial Institution shown below. You may designate any bank, savings and loan association, or credit union in the U.S. that (1) is a member of the Federal Reserve System and (2) accepts electronic funds transfer. Accounts will notify you if the institution you choose does not qualify.

I have an established account at the Financial Institution indicated above, and authorize the Pennsylvania State System of Higher Education to initiate credit entries and to initiate debit entries and adjustments for any credit entries in error to my (our) account(s) indicated above.

*****I have provided a copy of a voided check (see attached) solely for the purpose of verifying my account number and the Financial Institution's routing number. *****

Financial Institution's Name _____

Transit Routing Number _____

Account Number _____

Type of Account- Checking Savings

Authorization

Signature _____

Date _____

A/P Use

Account added

Account confirmed