

# TRAVEL / ACCOUNTS PAYABLE REIMBURSEMENT DIRECT DEPOSIT AUTHORIZATION

TRAVEL SERVICES/  
ACCOUNTS PAYABLE  
WASHINGTON STATE UNIVERSITY  
PULLMAN, WA 99164-1025

Complete the following:

- Check the appropriate box to indicate if this is a new authorization or a change in authorization.
- Print full name, WSU ID number, daytime telephone number (include area code).
- Print e-mail address for deposit notifications.
- Print name and location of bank or credit union.
- Enter the nine-digit bank or credit union transit number (located in lower left-hand area of check).
- Enter the bank or credit union checking account number (located **after** the bank or credit union transit number).
- Read, sign, and date authorization statement.
- Attach a voided preprinted check to the authorization form.
- Return completed form to Travel Services or Accounts Payable, as appropriate; mail code 1025.

Allow a minimum of seven days for processing a new authorization, change, or cancellation. See also 95.20.

PURPOSE (Check one)	<input type="checkbox"/> NEW AUTHORIZATION	<input type="checkbox"/> CHANGE IN BANK OR ACCOUNT
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LAST NAME	FIRST NAME	MI
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WSU ID NUMBER	DAYTIME TELEPHONE NO.	E-MAIL ADDRESS
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BANK OR CREDIT UNION NAME	CITY	STATE
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BANK OR CREDIT UNION TRANSIT NUMBER	BANK OR CREDIT UNION CHECKING ACCOUNT NUMBER
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**I authorize my employer, Washington State University, to deposit any reimbursements (e.g., travel reimbursements) to the bank or credit union checking account indicated above.** This authorization will remain in effect until I give **written** cancellation notification to WSU Travel Services or WSU Accounts Payable; mail code 1025.

EMPLOYEE SIGNATURE	DATE
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**ATTACH A VOIDED PREPRINTED CHECK.**

**Send completed form to Travel Services or Accounts Payable, as appropriate; mail code 1025.**

NOTE: For security and financial protection, place direct deposit authorization and attachment in a sealed business envelope before placing documents in an interoffice mailing envelope.

\*\*\*\*\* FOR TRAVEL SERVICES / ACCOUNTS PAYABLE USE ONLY \*\*\*\*\*

PROCESSED BY	DATE
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