

**Staple Here**

Attach void check (for checking)

Attach copy of account number card (for savings)

**Texas A&M University-Commerce  
Financial Services  
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:		

**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 <b>(obtain from bank/credit union):</b>	
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:	

**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."

**EMPLOYEE AUTHORIZATION**

I authorize Texas A&M University-Commerce (TAMU-C) 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-C 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-C reserves the right to *reverse* an incorrect posting; however, I fully understand that TAMU-C **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-Commerce  
 Financial Services  
 P.O. Box 3011  
 Commerce, Texas 75429-3011  
 Call Financial Services (903) 886-5213 for assistance.

**Office Use Only**

Verified:	Confirmed:	Entered:
Distribution:		

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

Texas A&M University-Commerce 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 Services. Please note this authorization is separate from any payroll authorization that you may have previously submitted.

Step 2: Complete the form and attach a void check (if funds will be deposited into a checking account).

Step 3: Return the completed **DIRECT DEPOSIT AUTHORIZATION FORM** to

Texas A&M University-Commerce  
Financial Services  
Accounts Payable  
P.O.Box3011  
Commerce, Texas 75429-3011

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 886-5213 to verify that your direct deposit is established.

Financial Services will send a notification e-mail when funds have been direct deposited. You may use screen 162 on FAMIS to verify if your reimbursement has been made.