

UNC-Chapel Hill Accounts Payable Direct Reimbursement Deposit Authorization

I authorize my employer, The University of North Carolina at Chapel Hill, to deposit any reimbursements (travel, etc.) to my bank account as named below.

Please print or type.

1. Bank or Credit Union Name		2a. City	2b. State
3. Employee Name		4. Account Type (check one) <div style="text-align: center;"> <input type="checkbox"/> Checking <input type="checkbox"/> Savings </div>	
5. Employee SSN	6. Bank or Credit Union Transit No.	7. Bank or Credit Union Account No.	

8. This is (check one) a: New Authorization Change in Bank or Account
9. This authorization will remain in effect until I give written notification to UNC-CH Accounts Payable to cancel it. A minimum of seven (7) days must be allowed for processing a cancellation or change.

Date

Employee Signature

10. Attach a copy of your pre-printed bank or credit union voided check (for checking accounts) or a deposit slip (for savings accounts) provided by your bank or credit union in the box below.

Instructions to Complete Form

1. Enter the name of the bank or credit union where you have your account.
2. Enter the city and state where you have your bank or credit union account.
3. Enter your name as it appears on your social security card.
4. Indicate the type of bank or credit union account that will receive the direct deposit.
5. Enter your social security number as it appears on your social security card.
6. Enter the 9-digit bank transit number that appears in the lower left-hand part of your deposit slip or check.
7. Enter your bank or credit union account number which is located after the bank transit number.
8. Indicate if this is a new authorization or change in authorization.
9. Read the statement, sign, and date the form.
10. Attach a copy of your pre-printed bank or credit union voided check (for checking accounts) or a deposit slip (for savings accounts) provided by your bank or credit union.

FOR ACCOUNTS PAYABLE USE ONLY

Employee SSN	Effective Date	Transit No.	6097	6098	Account No.	6099
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