



**Agreement for
Direct Deposit Authorization
of Employee Reimbursements**

Return completed forms to
Accounts Payable by interoffice mail.

To start or change a direct deposit, a voided check or deposit slip printed with your bank routing number and your account number must be attached.

PLEASE STAPLE VOIDED CHECK (for Checking Account) **OR**
DEPOSIT SLIP (for Savings Account) **HERE!**

Date: _____

Employee's Name: _____

Employee's Location: _____

Employee's E-mail address: _____

Employee's
Signature: _____

I hereby authorize the Y of Central Maryland, to initiate credit entries, if necessary, debit entries and adjustment for credit entries in error to my account(s) indicated below and the depository named below, hereinafter called Depository, to credit and/or debit the same to such account.

To set up direct deposit of employee reimbursements you must:

- Have the account currently set up at your bank.
- Find out if the bank accepts direct deposits. Verify bank's transit number and your account number
- Notify the bank that you are setting up direct deposit of expense reimbursements. Determine if the bank has special requirements.
- Complete bottom portion of this form.

This authority is to remain in full force and effect until the Y of Central Maryland has received written notification from me of its termination in such time and in such manner as to afford the Y of Central Maryland and Depository a reasonable opportunity to act on it.

☐ **START**

Allow two weeks for processing. Verify your first deposit after receiving email notification to ensure an accurate set-up of this transaction.

☐ **CHANGE**

☐ **Cancel and starting new one**

Allow two 2 weeks for processing. Verify your first deposit to ensure an accurate set-up of this transaction after receiving your email notification.

☐ **STOP**

A complete and signed Direct Deposit authorization **must be received 2 weeks** prior to AP issuing a check.

Type of Account – Check
One

- ☐ Checking
☐ Savings

Transit/ABA
Number: _____

AccountNumber: _____