



Authorization Agreement for Direct Deposit Travel Reimbursements Only

The University of West Georgia can only deposit funds to an account that bears the employee's name. The employee's name must be on the voided check that is attached to this form.

Your first payment after completing this form will be a paper check, and the next payment should be directly deposited into your account(s).

Employee ID _____ Name _____

Email _____

I hereby authorize the University of West Georgia to initiate credits of my travel reimbursement and/or correction debits to previous credits via electronic transfer to my account at the following bank. *I understand it is my responsibility to insure that funds have been deposited; and, if not, will notify the Office of the Controller immediately.*

Unfortunately we can deposit Travel Reimbursements into a Checking Account only.

Attach Voided Check

Date

Signature