

## **GBC Direct Deposit-Employee Reimbursements**

Employee expense reimbursements (Travel, A/P, etc.) may now be electronically reimbursed to one personal financial institution account of your choice rather than issuing you a check. To deposit to your **checking** account, please attach a voided check and fill out the Bank Transit # and Acct. # from your financial institution below (**a deposit slip is insufficient documentation**). To deposit to your **savings** account, please attach a Direct Deposit Enrollment form from your financial institution.

This authorization form must be returned to the GBC Controller's Office.

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### **GBC Direct Deposit Authorization**

This is an authorization to (check one)                      Start                      Change                      Cancel

the direct deposit of any employee reimbursements from GBC to my personal account with the financial institution described below :

Employee Name (Please Print) \_\_\_\_\_

Employee ID# \_\_\_\_\_ Division/Department \_\_\_\_\_

Phone Number: \_\_\_\_\_ Campus/Building: \_\_\_\_\_

Name & address of Financial Institution: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Please Check One:    Checking Account                      Savings Account

Transit # \_\_\_\_\_ Acct. # \_\_\_\_\_

I hereby authorize Great Basin College to transfer the full amount of any reimbursement(s) and if necessary, initiate debit entries and adjustments for any credit entries made in error. This authorization will remain in effect until canceled in writing. A new authorization must be completed if I change my account, close my account, or change financial institutions.

Date \_\_\_\_\_ Signature \_\_\_\_\_

#### **PLEASE ATTACH TO THIS AUTHORIZATION**

**A VOIDED CHECK**                      **OR**                      **A SAVINGS DIRECT DEPOSIT ENROLLMENT FORM**

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#### **For Controller's Office Use Only:**

Date input \_\_\_\_/\_\_\_\_/\_\_\_\_                      Initials \_\_\_\_\_                      Checking \_\_\_\_\_

Date verified \_\_\_\_/\_\_\_\_/\_\_\_\_                      Verified by \_\_\_\_\_                      Savings \_\_\_\_\_