

ARIZONA STATE UNIVERSITY
OPT-OUT OF DIRECT DEPOSIT OF EMPLOYEE REIMBURSEMENTS

Employees set up for direct deposit of their payroll checks will automatically have their travel and other reimbursements being processed through Payables and Reimbursements direct deposited to their primary bank account specified for their payroll checks.

If you would like to opt-out of direct deposit for non payroll (Travel and Accounts Payable) reimbursements, please complete this form and return to Payables and Reimbursements, mail code 5912 or fax to (480) 965-8174.

If there are questions please contact Accounts Payable at (480) 965-3511.

Employee Name: _____

ASU ID: _____

Signature

Date