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

Employees who have set up their payroll checks to be direct deposited to a primary bank account will automatically have any travel and other reimbursements that are processed through Payables and Reimbursements direct deposited to the same bank account.

If you would like to opt-out of direct deposit for non-payroll (Travel and Accounts Payable) reimbursements, please complete this form and return it to Payables and Reimbursements, mail code 5912, or fax to 480.965.8174.

If you have any questions, please contact Accounts Payable at 480.965.3511.

Employee Name: ___________________________________________________

ASU ID: _____________________________________________________________

__________________________________   _____________________
Signature        Date