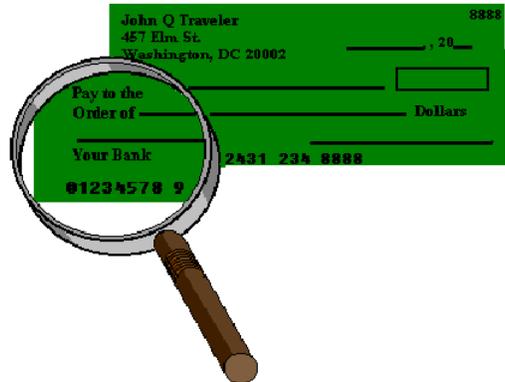


# GET DIRECT DEPOSIT

## Attention All Travelers ...

You can reduce the number of days it takes to receive your travel payments by enrolling in direct deposit. It is so easy! There is no need to visit your financial institution to obtain the routing transit number (RTN). The RTN can be found on the bottom left hand corner of the check from your personal checking account. The RTN is the first 8 digits. The check digit is the ninth digit of the coding. To enroll for direct deposit of your travel payments, simply complete the form below, place it in an envelope and return it to your servicing accounting office. You may contact them if you have any questions



### Section 1: Employee Information: The employee must complete all information to be effective.

Employee Name (as on payroll records):		Employee Payroll Identification No. (e.g., SSN):
		_____ - _____
	Work Telephone Number:	
	( _____ ) _____ - _____	

### Section 2: Financial Institution Information: The employee may submit a voided check/share draft in lieu of completing this section.

Name of Financial Institution:		Financial Institution Phone No.
		( _____ ) _____ - _____
Name on Account (as written on account):		
Routing Transit Number (including check digit):	Account Number:	
_____ - _____	_____ - _____	

### Section 3: The employee must complete the following box to be effective.

Type of Account:	
<input type="checkbox"/> Checking	
<input type="checkbox"/> Savings	

### Section 4: Authorization of Direct Deposit: The employee must complete all information to be effective.

Employee Signature:	Date of Signature: