



# THE TEXAS A&M UNIVERSITY SYSTEM

## Employee Direct Deposit Authorization Form

*Employee – For Travel & Purchase Reimbursements Only*

EMPLOYEE Information - *To be completed by employee* \_\_\_\_\_

Name: \_\_\_\_\_ Social Security/UIN: \_\_\_\_\_

Dept: \_\_\_\_\_ Mail Stop: \_\_\_\_\_

Address: \_\_\_\_\_

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

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Financial Information

Name of Bank/Credit Union: \_\_\_\_\_

Address: \_\_\_\_\_

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

Account Type:  Checking  Savings

Routing # \_\_\_\_\_ Account # \_\_\_\_\_

Name of individual completing this section if other than employee: \_\_\_\_\_

I authorize Texas A&M University System Members (TAMUS) to deposit by electronic transfer my reimbursement amounts to the financial institution and account indicated above. I acknowledge responsibility for providing complete and accurate information on this authorization form and understand that TAMUS may contact my financial institution to confirm accuracy of information. This authorization is to remain in effect until I provide written notice of cancellation. TAMUS reserves the right to reverse an incorrect posting; however, I fully understand that TAMUS must notify me on or before the settlement date (payday) and explain the reason for the reversal. I further understand that if changes occur in my account, i.e., switching deposit from checking to savings, closing account, changing banks, etc. it is my responsibility to contact Financial Management Operations immediately.

Will these payments be forwarded to a financial institution outside the United States?  Yes  No

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

When completed please mail or Fax to: Texas A&M University, FMO-AP, TAMU MS 6000, College Station, TX 77843-6000 fax 979-458-4191; For questions email [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) or call 979-845-8286 (Rev 2019)



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## INSTRUCTIONS FOR DIRECT DEPOSIT AUTHORIZATION FORM EMPLOYEE TRAVEL AND PURCHASE REIMBURSEMENTS ONLY

Texas A&M University employees may have their reimbursement amounts deposited directly in any financial institution that is a member of the Automated Clearing House Network.

- Please note this authorization is separate from any payroll authorization that you may have previously submitted.
- You can add or update your direct deposit/bank information through [Workday](#), see [instructions](#) for step by step guidance.

Step 1: Obtain the Direct Deposit Authorization Form from Financial Management Operations.

Step 2: Return the completed Direct Deposit Authorization Form to:

Texas A&M University  
Financial Management Operations  
Accounts Payable  
Mail Stop 6000  
College Station, Texas 77843-6000  
Or via fax to 979-458-4191

***You must mark yes or no if your payments will be transferred outside the US. If this section is left blank we will not be able to setup you bank information.***

NOTE: Once the information is received & the data is entered, funds will be deposited directly into your account for the next reimbursement. You may contact Accounts Payable at 979-845-8286 or send an email to [vendorhelp@tamu.edu](mailto:vendorhelp@tamu.edu) to verify that your direct deposit has been established. Financial Management Operations will send you an e-mail notification (to the email that was provided on the form) letting you know that the deposit has been made into your bank account.

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