

Direct Deposit Setup Form

For Travel/Expense Reimbursement and/or Travel Advance

Dear Employee,

You have requested to have your travel reimbursements or travel advance paid electronically. Grand Valley is willing to accommodate this request by the completion of this form. This form will be in effect until Grand Valley receives in writing a request to cancel or change bank information.

Please return completed form to:

Grand Valley State University
Bank Desk
Deb Vander Wal
201 LMH, 1 Campus Drive
Allendale, MI 49401

1. Your name: _____

2. Bank Routing Number:

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(This is the first set of numbers on the bottom of your check)
-should be 9 digits-

3. Bank Account Number: _____

(This is the second set of numbers on the bottom of your check)

4.

Checking

Savings

5. Email address: _____

(to received notice of payment)

6. Phone number: _____

for Grand Valley's use only

GVSU vendor number _____ date setup _____

Bank desk _____
Controller _____