



Direct Deposit Setup Form
For Travel/Expense Reimbursement and/or Travel Advance

Dear Employee,

Grand Valley State University is happy to offer the convenient and efficient method of direct deposit to you for your travel/expense reimbursements & advancements. To facilitate this method of payment, please provide the information requested below and return to the Business Office via:

E-mail: bankdesk@gvsu.edu

Mail via USPS to: Grand Valley State University
Bank Desk
1 Campus Drive, 2015 JHZ
Allendale, MI 49401

Fax: 616-331-3287 Attention: Bank Desk

Inter-Campus Mail: Bank Desk, 2015 JHZ

Employee Name: _____

Employee G#: _____

Bank Name: _____

Account Number: _____

(Second set of numbers on bottom of your check)

ACH Routing Number: _____

(First set of numbers on bottom of check; typically 9 digits)

Checking

Savings:

E-Mail Address(s) to receive remittance advice (limit 2):

Please note:

- An e-mail address is required to receive your payments via direct deposit. Payment notifications will be e-mailed with remittance advice.
- If your banking information changes, you will need to complete a new form and submit it using one of the methods above or call 616-331-2200.
- Once implemented, your direct deposit will be in effect until GVSU receives notice from you in writing to cancel or change banking information.

I hereby authorize and request Grand Valley State University to initiate credit entries and, if necessary, debit entries (reversing a credit entry made in error) to my account at the financial institution named above in accordance with National Automated Clearing House Association (NACHA) rules.

Please check the appropriate box to indicate whether or not payments you receive are deposited into a U.S. Financial Institution then transferred to an account outside of the U.S. (GVSU is unable to transfer funds outside of the U.S.)

Yes, deposited funds are transferred to an account outside of the U.S.

No, deposited funds remain in the U.S.

Signature

Job Title

Date