

# GBC Direct Deposit-Employee Reimbursements

Employee expense reimbursements (Travel, A/P, etc.) may now be electronically reimbursed to one personal financial institution account of your choice rather than issuing you a check. To initiate this new reimbursement process, please attach a voided check and fill out the Bank Transit # and Acct. # from your financial institution below (**a deposit slip is insufficient documentation**). This request does not affect your Payroll Account.

This authorization form must be returned to the GBC Controller's Office.

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## GBC Direct Deposit Authorization

This is an authorization to (check one)                      Start                      Change                      Cancel

the direct deposit of any employee reimbursements from GBC to my personal account with the financial institution described below :

Employee Name (Please Print) \_\_\_\_\_

Employee ID# \_\_\_\_\_ Division/Department \_\_\_\_\_

Phone Number: \_\_\_\_\_ Campus/Building: \_\_\_\_\_

Name of Financial Institution: \_\_\_\_\_

Please Check One:    Checking Account                      Savings Account

Transit # \_\_\_\_\_ Acct. # \_\_\_\_\_

I hereby authorize Great Basin College to transfer the full amount of any reimbursement(s) and if necessary, initiate debit entries and adjustments for any credit entries made in error. This authorization will remain in effect until canceled in writing. A new authorization must be completed if I change my account, close my account, or change financial institutions.

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

**PLEASE ATTACH A VOIDED CHECK TO THIS AUTHORIZATION**

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**For Controller's Office Use Only:**

Date input \_\_\_/\_\_\_/\_\_\_

Initials \_\_\_\_\_

Checking \_\_\_\_\_

Verified by \_\_\_\_\_

Savings \_\_\_\_\_