Florida Institute of Technology
High Tech with a Human Touch

# Authorization for Electronic Travel Reimbursement Payments

Would you like to avoid delays in receiving your payment… put an end to checks lost in the mail… cut down on the volume of mail and paperwork… go "Green" and help preserve resources? The Accounts Payable Department will transfer automatically your net payment on all travel reimbursements to the financial institution of your choice, anywhere in the United States. Please use this form to specify the account of your choice.

**Employee Name and ID Number**:_____

**Address**: _____

**City, State, Zip code**: _____

**Email Address**: _____ **Phone**: _____

*(Select One)*

- _____ Start depositing travel reimbursements into my checking or savings account as indicated
- _____ Stop depositing travel reimbursements into my checking or savings account as indicated
- _____ Change ACH deposit to my new checking or savings account as indicated

Please complete the following:

**Bank Name**: _____ (*Select One*) **Checking** ____ **Savings** ____

**Account Number**: _____

**Bank Routing/Transit Number (ABA#)**: _____

*(Example of where to find the bank identifying information)*

NOTE: Please contact your financial institution to verify the proper routing/transit number to use for incoming ACH payments. Also, make sure that your bank account is set to receive incoming ACH payments

I hereby authorize Florida Institute of Technology to electronically transmit payments to the above named person, at the bank account indicated. I understand that this authorization will remain in effect until written notice is given to cancel, change or stop.

**Employee Name and Department**: _____

**Signature and Date**: _____

Please return completed forms by email, mail or fax to:

Florida Institute of Technology – Accounts Payable
150 West University Boulevard
Melbourne, FL 32901

Email: acctspayable@fit.edu
Phone: (321) 674-8025
Fax: (321) 674-7611