



NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

3015 Colvin Street, Alexandria, VA 22314

PHONE (703) 600-7600 • www.naccas.org

AUTHORIZATION FOR DIRECT DEPOSIT

The Finance Department will provide the option for your reimbursement to be paid via direct deposit to the checking account of your financial institution of choice. We may use the financial institution currently used for payroll deposits (NACCAS employees only), or another financial institution account.

If you want to select this option, please complete the information below and return the original hard copy to the Director of Finance with a void check. This method will be used to deposit (credit) funds into your account, but in the event of overpayment by NACCAS, your account will also be debited.

If you prefer to receive these payments via check, no action is necessary. Internal control policy dictates that expense reports over \$5,000 must be paid via check.

PLEASE SELECT ONE OF THE FOLLOWING OPTIONS:

1. _____, I want expense reimbursements deposited to the financial institution account currently used for my payroll deposits.
2. _____, I want expense reimbursements deposited to the financial institution account listed below:

Name(s) on financial institution account: _____

Name of financial institution: _____

Financial institution account number: _____

Financial institution's ABA/Routing Number: _____

(Important Note: Your financial institution's routing number may be different from the routing number on the bottom of your checks. Please confirm your ACH number with your financial institution.)

Printed Name: _____

Date: _____

Signature: _____

If there are any questions, please contact Claire Wurmfeld, Director of Finance or Sharise Odems, Accounts Payable.