



## TMCC Direct Deposit for Traveling and Operating Expense Reimbursements

Travel and operating expense reimbursements may now be electronically transferred to a personal financial institution account of your choice rather than issuing you a check. To initiate this new reimbursement process, please attach a voided check or verification of account and routing number from your financial institution (**a deposit slip is insufficient documentation**). This authorization form must be returned to the Controller's Office, ATTN: Saloma, RDMT 318, 7000 Dandini Blvd, Reno 89512 or email to shelget@tmcc.edu.

### TMCC Direct Deposit Authorization

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

The direct deposit of any travel and/or operating reimbursements from TMCC to my personal account with the financial institution described below:

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

Employee ID # \_\_\_\_\_

TMCC Division/Dept \_\_\_\_\_  Checking  Savings

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

Bank Routing # \_\_\_\_\_ Bank Acct. # \_\_\_\_\_

I hereby authorize my employer to initiate credit entries and if necessary debit entries and adjustments for any credit entries in error to the account indicated by me and the depository to credit and/or debit the same to such account.

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

For Controller's Office Use Only: Date input \_\_\_/\_\_\_/\_\_\_ Initials \_\_\_\_\_