

AP Direct Deposit

Automatically Deposits Your Reimbursement for You

AP Direct Deposit is....

- **Convenient.....** Replaces waiting in line for a bank teller or ATM.
- **Safe.....** Prevents misplaced, stolen, or forged checks.
- **Confidential....** For your protection, the bank holds all information strictly confidential.

What is AP Direct Deposit?

AP Direct Deposit is a service that automatically deposits your reimbursement into your checking, savings, credit union, money market, or any account that accepts ACH without the use of paper checks.

So rather than writing paper checks (which **you** have to deposit) Central Linn School District can simply and safely deposit your reimbursement for you. No waiting in line, no late deposits because you could not make it to the bank, and immediate use of your reimbursement on designated check run days.

There is no cost to you.

Please complete information below to take advantage of this service.

EMPLOYEE'S AUTHORIZATION FOR DIRECT DEPOSIT OF REIMBURSEMENTS

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I hereby authorize *Central Linn School District* to deposit my reimbursement automatically to the same account I have on file for payroll direct deposit.

OR

I hereby authorize *Central Linn School District* to deposit my reimbursement to the following account: **Attach a voided check or other bank documentation**

Financial Institution _____

Routing Number _____

Account Number _____

PRINT NAME

SIGNATURE

DATE