



TRAVEL REIMBURSEMENT – DIRECT DEPOSIT/AUTOMATIC PAYMENT INFORMATION FORM

The fastest, most convenient way to receive your travel expense reimbursement and/or direct reimbursement to your corporate travel charge card account.

Please return this completed form to the Direct Deposit Setup Desk at Mailstop 971-TR or Fax it to 486-6888. For questions call ext. 4500.

This form contains Personally Identifiable Information (PII) when filled out. Do not store this filled-out form on your computer. Do not email or transmit via internet. Fax and traditional mail may be used. Store the completed form in a safe place and destroy if possible.

Step 1. Provide Your Name and Employee ID

Employee Name (Last, First, MI): _____

Employee ID: _____

Enroll Cancel Change

Step 2. Check One or Both Options for Direct Deposit or Automatic Payment

- Direct Deposit of Travel Reimbursement to Financial Institution (Go to Step 3)
Electronic Payment to Corporate Travel Charge Card (US Bank Visa) Account (Go to Step 4)

Step 3. Provide Financial Institution (Bank) Information

Name of Financial Institution: _____

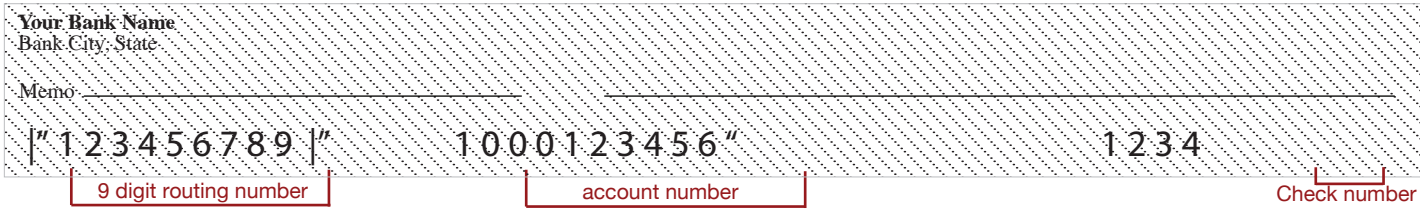
Address of Financial Institution: _____
City State Zip Code

Type of Account: Checking Savings

Bank Routing Number (RTN) (9 digits): [grid]

Account Number (include leading zeros – do NOT include check number):

Financial institution routing and account numbers can be identified at the bottom of your checks: [grid]



Step 4. Provide Corporate Travel Charge Card (US Bank Visa) Account

Account Number: _____

I hereby authorize the Lawrence Berkeley National Laboratory to initiate electronic funds transfer to the account(s) listed above for either travel claim or corporate travel charge card reimbursements. I will notify the Lawrence Berkeley National Laboratory and will provide a new authorization form if any of my account or other information listed above changes.

Employee Name (print) Employee Signature Date