



## Authorization Form for Direct Deposit for All Cash Advances and Travel & Expense Reimbursements

Boston College has implemented Direct Deposit for all Cash Advances and Travel & Expense Reimbursements. Employees will receive reimbursements by direct deposit into the first account designated in their Agora profile.

Once you are set up, all Cash Advances and Travel & Expense Reimbursements will be processed via direct deposit. You will receive an e-mail notification from **wsadmin@bc.edu** for each payment stating the amount, a brief payment description, and the estimated deposit date.

### Cash Advance and Travel & Expense Direct Deposit Form

Direct Deposit is the electronic transfer of your current cash advances and expense amounts from Boston College to your first bank account identified in your Agora profile.

**Your Eagle Id and bank account information can be found in *Agora >> PeopleSoft Human Resources >> Self Service >> Employee >> View >> View Paycheck\****

\*Please confirm the last four digits of your first Account number \_\_\_/\_\_\_/\_\_\_/\_\_\_ (required)

#### I. Employee Information

Print Name	Eagle Id	Department
_____	_____	_____

#### II. Authorization for direct deposit

I authorize Boston College to deposit any cash advances and travel & expense amounts owed to me to my first bank account. I authorize Boston College to debit my account only for the purpose of correcting an amount erroneously credited to my account. I understand it is my responsibility to verify that payments issued by Boston College have been credited to my account before attempting to draw on the funds. I understand that this authorization will remain in effect until I change my account number and notify Boston College in writing by completing a Direct Deposit Enrollment/Change Form.

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

**Please mail this form to Accounts Payable, 190 More Hall or fax to 2-0661.**