

October 15, 2014

Greetings!!

Great News! You will now have the option to receive your reimbursement and cash advance checks as EFT deposits. Once enrolled, you will no longer receive a paper check, instead the funds will be delivered directly into the bank account of your choice. This will be a great change for the campus!

Just a few benefits of enrolling in the EFT program:

- Electronic payment is safer and more secure - Paper checks can be lost in the mail, stolen, or delivered to the wrong address.
- Receive payments faster - EFT payments are deposited directly into your bank account. You don't wait for the check to arrive by mail or for the check to clear after it has been deposited.
- You do not have to go to the bank or Cashier's office to pick up or cash your check.
- Remittance copies and communications will be via email.

In order to be sure that this is processed correctly, we will need the following bank information from you:

- Bank ABA Routing Number, found at the bottom of the check
- Bank Account number to which you wish to deposit your reimbursements
- A voided check (or deposit slip if you are depositing to a savings account)

Please fill out the form below and return it to the Controller's Office:

Thank you for your cooperation!

Rebecca Whetsel

Office Manager, Controller's Office

Gordon College

Electronic Funds Transfer Form

I authorize Gordon College to directly deposit my reimbursement checks into the bank account listed below. A voided check (for checking account) or deposit slip (for savings account) has been attached to this form for the account that is listed below. This authorization is to remain in effect until the company receives written authorization from me that it is terminated or changed. I also grant Gordon College the right to correct any Electronic Funds Transfer overpayment and give the Gordon College the ability to deduct any excess funds from the accounts listed below that do not rightfully belong to me.

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____ e-Mail: _____

Checking [] or Savings [] Account Gordon ID#: _____

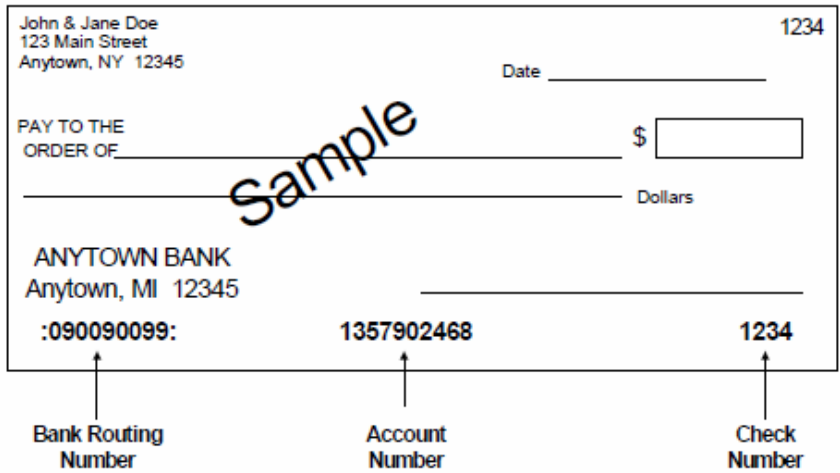
Financial Institution: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: (____) _____

ABA Routing # _____ Bank Account # _____

Please attach a voided check (or savings deposit ticket)



Signature: _____

Date: ____/____/____

Office Use Only:

Entered Date: ____/____/____

Effective Date: ____/____/____