



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.

For questions call ext. 5693.

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):

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:

Your Bank Name
Bank City, State

Memo _____

⑈ 1 2 3 4 5 6 7 8 9 ⑈

9 digit routing number

1 0 0 0 1 2 3 4 5 6 ⑈

account number

1 2 3 4

Check number

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