

1-2-3 Done!

*Getting your reimbursements just got **EASIER** with ACH at DePaul*



DePaul University Employee Reimbursement Opportunity

To better accommodate all employees with business related expenses, the Accounts Payable Department has added an additional payment option known as Automated Clearing House (ACH), Direct Deposit to facilitate your reimbursements.

This opportunity will allow the funds to be directly deposited into either a checking or savings account of your choice regardless of the dollar amount being reimbursed.

1. Complete and sign the attached Employee ACH Payment Enrollment Authorization form.
2. Attach a copy of a voided check (Deposit Slips not accepted).
3. Return to the mailing address indicated on the form.

***NOTE Accounts Payable and the Payroll Department are two separate functions and separate paperwork is needed for ACH set-up in Accounts Payable.*

Please read the instruction page while completing the form and if you should have any questions or concerns, contact Juan Gonzalez, Accounts Payable Analyst at (312) 362-5335 or send your questions via email to AP_ACH@DePaul.edu



Fewer trips to the Cashier's Office, no more lost checks, no more trips to the bank and best of all, its FREE!

08/27/2007