



Eliminate That Trip

To The Bank !



**New York State Public
Employees Federation
AFL-CIO**

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Did You Know ?

PEF Can Directly Deposit Your Expense Reimbursements into Your Bank Account

In an effort to provide greater convenience in paying invoices and expense vouchers, PEF offers the option of having your payments directly deposited into a bank account of your choice.

To get signed up for this, the form below needs to be completed and returned, along with either a voided check or a clear photocopy of it.

Please return this information to the PEF address at the left, Attn: Accounting Department/Meghan Allen, or by the given fax number ONLY to begin this process. ****Do not use the general PEF fax number or email your personal banking information****

Note: It can take up to 2 weeks from the date we receive this information before direct deposits can begin. When the bank verifies your new setup you may see a test entry on your account for a \$0 amount.

Authorization Form:

Please attach the following information and return it to Meghan Allen:

- 1) A voided check from the account you want it deposited to (or a clear photocopy of that check) AND the Personal Information section on the back side of this form.

OR

- 2) Complete ALL the required information on the back of this form (the "Personal Information" AND the "Financial Information" sections).

Printed Name: _____

Authorization Signature: _____

Personal Information

NAME:

ADDRESS:

MIN:

E-MAIL ADDRESS:

PHONE NUMBER:

Financial Institution Information

FINANCIAL INSTITUTION NAME:

ADDRESS:

ROUTING TRANSIT NUMBER: (9 DIGITS)

ACCOUNT TITLE: (ACCOUNT HOLDER'S NAME)

ACCOUNT NUMBER:

ACCOUNT TYPE: (CHECK ONE)

CHECKING ☐

SAVINGS ☐

Financial Institution Information: The information provided by the vendor in this section will determine to which financial institution and account PEF directs payments. The check image below should aid in gathering financial information to complete this form.

- 1) Financial Institution Name – Provide the name of the financial institution to which payments are to be directed.
- 2) Address – Provide the full address of the financial institution to which payments are to be directed.
- 3) Routing Transit Number – A bank identifier, always found at the bottom of your check. This number is 9 digits long.
 - a. If your check includes “payable through” under the bank name, contact the financial institution to help obtain the correct Routing Transit Number for EFT processing.
- 4) Account Title – Provide the depositor’s name (account holder’s name) on the account to which payments are to be directed.
- 5) Account Number – Your bank account number at your financial institution. There is no fixed number of digits, account numbers vary in length from bank to bank.
- 6) Account Type - Place an “X” in the appropriate box to indicate a checking or savings account.

4 →

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NAME OF DEPOSITOR
STREET ADDRESS
CITY, STATE

101

19

PAY TO THE
ORDER OF: _____ \$ _____

DOLLARS

NAME OF YOUR BANK
Payable Through Another Bank

For _____

6021001082 123 456 789 0101

ROUTING NUMBER ACCOUNT NUMBER CHECK NUMBER