



Dear Juniata College Students:

All payments to Juniata employees and students will be made via direct deposit through Accounts Payable. This will include travel reimbursements, cash advances, and any other forms of reimbursement and payment.

Your bank should provide payment details along with each payment and we will also provide you with a detailed email advice each time Juniata College makes a deposit into your account.

Please fill out this form completely (include ALL zero's within account numbers) and return it to Erika Slocum, Director of Accounting. This completed form should be emailed to slocume@juniata.edu via **encrypted email only** through Juniata Webmail. Instructions on how to send encrypted emails are located at http://help.juniata.edu/view_article.php?article=127

Employee/Student Name:	_____
Employee/Student Address:	_____ _____ _____
Bank Name:	_____
Bank Address (if known):	_____ _____
Account Type:	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
Bank Routing# (9 digits):	_____
Account #:	_____ _____
Employee/Student ID #:	_____
Email Address:	_____ _____

Signature: _____ Date: _____

Completion and submission of this forms authorizes Juniata College to make all future reimbursement payments via ACH using direct deposit into the bank account you have provided. All requests to discontinue ACH or change bank information must be submitted in writing.

If you have any questions about the ACH program or the documentation, please feel free to contact me at (814) 641-3193 or slocume@juniata.edu

Thank you,

Erika D. Slocum
Director of Accounting
Juniata College