



ELECTRONIC DEPOSIT OF EXPENSE CHECKS

Great Prairie AEA employees have their expense reimbursement electronically deposited to their checking account. Employees receive a stub listing the amount of the transfer to their account.

Please complete the authorization on the bottom portion of this page, attach a voided check and return it to the Business Office by the 20th of the month prior to when your electronic deposit will begin.

Contact Sarah Simmons in the Business Office if you wish additional information.

DEPOSIT OF EXPENSE REIMBURSEMENT

I, _____, authorize the Great Prairie Area Education Agency to deposit my expense reimbursement directly into my checking account.

Attached is a **voided check** containing correct information concerning my checking account at _____. If I change accounts, I am responsible for notifying the Business Office of the change immediately.

DATE