

**Employee Express Reimbursement
Automatic Deposit of Expenses
New Jersey Department of the Treasury**

I hereby authorize the New Jersey Department of the Treasury to initiate CREDIT entries to the bank account and deposit bank named below. This authority is to remain in full force and effect until the Department of the Treasury has received written notification of any changes, and in such manner as to afford the Department of the Treasury a reasonable opportunity to act.

Action Requested:

- Establish new ACH (first time users)
- Change/Update bank information

NAME: _____

BANK NAME: _____ (30 positions max)

ACCOUNT TYPE: () Savings () Checking (please check one)

EMPLOYEE SIGNATURE:

Date: ___/___/___ Signed: _____

Telephone Number (____) _____

Enter the specified three numbers below:

Employee ID

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Bank Transit Number

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Bank Account Number

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Please attach a voided check or bank letter in confirmation of the above account.

Details regarding specific ACH payments, similar to a check stub, may be obtained over the internet through the Vendor Payment Inquiry (VPI) system. VPI also provides two years of historical data and allows for the review of scheduled payments. See Electronic Payment Authorization Instructions on how to obtain an authentication code to access VPI.