



Office of the Controller

Wellesley College

TO: Students
 FROM: Dorothy Koulalis, Accounts Payable Manager
 RE: **Direct Deposit for Refunds, Travel Grants, Research Grants and Expense Reimbursements**

The Accounts Payable Department is pleased to announce a direct deposit payment system for refunds, reimbursements, or grants to our Students. Instead of receiving a check, the College can now have your payments sent to you via direct deposit to your checking or savings account.

This direct deposit payment will have many benefits to you such as ensuring that the money owed to you is in your bank account and immediately available for use and eliminating the need to go to the bank to deposit your reimbursement check and waiting for your reimbursement check to clear the bank.

You will not lose any information that you have received on a check stub. Once a payment has been made to you, the same information on a check stub will be emailed to your Wellesley first class account.

In order to sign up for this new payment system, please complete the information below and **return the signed form to my attention in the Controller's Office, Green Hall, Room 139**. Please allow 10 business days for processing.

Name: _____ Banner ID: _____

Please check one of the following:

- I am currently on the College's payroll direct deposit with **one** bank account. Please direct deposit my reimbursement checks to this account.
- I am currently **not** on the College's payroll direct deposit. Please direct deposit my reimbursement checks to the following account:

Bank name: _____

Bank ABA or Routing number: _____

Bank account #: _____

Please attach a voided check

Please circle one CHECKING SAVINGS

Signed: _____