



**ALPENA-MONTMORENCY-ALCONA
EDUCATIONAL SERVICE DISTRICT**

2118 US 23 South
Alpena, MI 49707

Phone: (989) 354-3101
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ACCOUNTS PAYABLE DIRECT DEPOSIT

Alpena-Montmorency-Alcona E.S.D. now has the ability to pay your travel, conference, or other reimbursements via electronic deposit. You can have your reimbursement deposited automatically into any checking or savings account. This direct deposit is totally separate from your paycheck direct deposit. Payments are deposited every other Friday on the same dates that you have been receiving accounts payable reimbursement checks. A detailed payment voucher will be emailed to you listing the details of your payment.

To begin having your payments directly deposited into your checking or savings account, fill out the *Accounts Payable Direct Deposit Enrollment Form* on the back of this sheet and return it to the Business Office.

ACCOUNTS PAYABLE DIRECT DEPOSIT ENROLLMENT FORM

Complete this enrollment form to direct deposit your accounts payable payments.
All information is required and will be held in confidence in the Business Office.

PAYMENT INFORMATION

Name: _____

Email Address: _____

BANK INFORMATION

Check one: _____ Checking _____ Savings

Account Number: _____

Routing Number: _____

Bank Name: _____

AUTHORIZATION

I hereby authorize Alpena-Montmorency-Alcona Educational Service District to initiate credit entries and to initiate, if necessary, debit entries and adjustments for any credit entries in error to the account indicated above and the depository named above, to credit and/or debit the same to such account. This authority remains in full force and effect until Alpena-Montmorency-Alcona Educational Service District has received written notification from me of its termination in such time and in such manner as to afford the Alpena-Montmorency-Alcona Educational Service District and bank a reasonable opportunity to act upon it.

Signature: _____ Date: _____

<i>BUSINESS OFFICE USE ONLY:</i>		
Date Received:	_____	Initials: _____
Date Entered in SDS:	_____	