



**DIRECT DEPOSIT AUTHORIZATION-(For Travel Individuals Only)**

Jefferson Lab electronic payment transactions follow the **ACH** payment method guidelines using CTX formatting. This format allows addenda records to include; invoice number, date and dollar amounts to be referenced on your bank advice. Please provide the following information to allow Jefferson Lab to remit payments to you using this payment method.

**Note: The Travel Department will verify this information upon receipt of this completed form via verbal confirmation only.**

Individuals Name (please print): \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

(First 9 digits in lower left-hand corner of deposit slip or check)

Bank Account Number: \_\_\_\_\_ Checking  Savings

Authorizing Signature: \_\_\_\_\_

Phone#: ( ) \_\_\_\_\_ Email Address: \_\_\_\_\_

**RETURN THIS FORM VIA EMAIL ONLY TO THE FOLLOWING:**

Attention: Travel Department @ [TRAVELS@JLAB.ORG](mailto:TRAVELS@JLAB.ORG)

*Note: Please notify the Travel Department as soon as possible when any banking information changes.*

<u>For JLab Finance Use Only</u>	
Vendor ID _____	
Entered into Vendor Master File By: _____	
Signature	Date