



Employee Reimbursement ACH Enrollment Form

For your convenience and benefit, the University of North Carolina at Asheville offers employees the opportunity to receive reimbursement payments electronically, rather than by check. Your payments will be deposited into the checking or savings account you have designated for your payroll direct deposit. In addition to having the money deposited electronically, you will be notified of the deposit by an e-mail advice. The email will provide you with all the information that would normally appear on your reimbursement check stub. To receive payments electronically, you must complete this form, print it, and return it to the Accounts Payable Office.

UNC ASHEVILLE PAYS VIA ACH (NOT WIRE TRANSER)

EMPLOYEE/PAYEE INFORMATION		
Name (First, Middle Initial, Last)	UNC Asheville Email Address (for Payment Notification)	UNC Asheville ID Number
Payments will to be Made to Bank on File for Payroll Direct Deposit		

Please Note

The Accounts Payable Office will transmit your payment electronically based on the information you have on file for payroll direct deposit. If the Accounts Payable transmission fails because you have given the Payroll Office incorrect or outdated information, the University can only provide a replacement payment AFTER a refund from the financial institution has been received. It is important that you provide correct account and bank routing numbers to the Payroll Office, and that you notify the Payroll Office immediately if you change banks or account numbers. The Payroll and Accounts Payable Offices have the right to retract and correct payments as necessary.

IAT (International ACH Transactions) Payee Statement

I acknowledge that ACH electronic payments to the designated financial institution account must comply with the provisions of U.S. Law, as well as the requirements of the U.S Office of Foreign Assets Control (OFAC). I affirm that ACH electronic payments originated by UNC Asheville to the credit of my designated financial institution account are not subject to being subsequently transferred to a foreign bank account, or if subject to being transferred to foreign bank accounts, it is not the full amount of the originated ACH electronic payment amount.

Signature

I affirm the above IAT Payee Statement is correct and authorize UNC Asheville to initiate ACH credit deposit entries and, if necessary, adjustments for any ACH credit deposit entry in error, to the designated financial institution and account identified on my Payroll Direct Deposit Enrollment and Change Form on file with the University. This authority will remain in effect until I cancel it in writing.

Signature:	Printed Name:	Date:
Title:	Phone:	

Mail, e-mail or fax the completed form to:
University of North Carolina at Asheville
Attention: Travel Accountant
CPO# 1420
One University Heights
Asheville, NC 28804-8503

acctspayable@unca.edu
 fax (828) 251-6743