



NATIONAL ACCREDITING COMMISSION OF CAREER ARTS & SCIENCES

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<http://www.naccas.org> naccas@naccas.org

Dear NACCAS Evaluator,

Our finance department provides the option for your reimbursements to be paid via direct deposit to your bank checking account. This payment method is voluntary. If you want to select this option, please complete the information below and return to the Director of Finance with a void check via regular mail. If you prefer to receive payments via check, no action is necessary. Also, all expense reports greater than \$5,000 will continue to be paid via check, because a higher level of authorization is required.

You may contact Len Grus (x132) or Cynthia McKoy (x149) if there are any questions. Thank you.

Your Signature _____ Date _____

Printed Name _____ Phone Number _____

Name(s) on Bank Account _____

Name of Bank _____

Bank's ABA Routing Number _____

(Important Note: Your bank's routing number for direct deposits may be different from the routing number on the bottom of your checks. Please contact your bank and confirm.)

Bank Account Number _____

Type of account (select one): _____ Checking _____ Savings

Sincerely,

Len Grus, CPA
Director of Finance