
EMPLOYEE EXPENSE CHECK ACH PAYMENT FORM

UPDATED 10/10/25

- **Employee Name:** _____
- **Employee Bank Name:** _____
- **Employee Checking Account Number:** _____
- **Employee Bank routing Number:** _____
- **Email Address:** _____

Please direct deposit my nonpayroll checks

Signature

Date

Office use only:

- _____ Change to ACH (from check) add cash account number
_____ Upload ACH form to Employee Files
_____ Check for invoices open in bills and adjustments