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## EMPLOYEE EXPENSE CHECK ACH PAYMENT FORM

UPDATED 10/10/25

• Employee Name:		
• Employee Bank Name:		
• Employee Checking Account Numb	er:	
• Employee Bank routing Number:		
• Email Address:		
Please direct deposit my nonpayroll checks		
Signature	Date	
Office use only: Change to ACH (from check) add cash according to Line and ACH form to Employee Files  Check for invoices open in bills and adjustments.		