

**COMMONWEALTH OF VIRGINIA
STATE EMPLOYEES
EMPLOYEE ELECTRONIC DATA INTERCHANGE PROGRAM**

(To be submitted to Agency Employee EDI Coordinator)

I wish to have my travel reimbursements and other Commonwealth payments, excluding payroll, directly deposited to my account at the financial institution shown below. **I agree to notify my Agency Employee EDI Coordinator immediately of any changes to the information so that payments to me are not disrupted.**

Employee Information – PLEASE PRINT CLEARLY

Printed Name: _____ Work Phone: (____) _____

Address, City, State, Zip: _____

**Social Security Number: _____

** (You are not legally required to furnish the above information; however, this information is required if you wish to participate in the Employee EDI Program.)

Financial Institution Information

Name _____ Branch (City/State) _____

Checking _____ (copy of voided check is required) Savings _____ (official bank document with routing and account number required – deposit slips are NOT acceptable)

I understand that in the event my employer notifies my financial institution that I am not entitled to the funds deposited to my account, my bank is authorized to debit my account for the amount of the adjustment.

Signed _____ Date _____

Employee's Full Name

****Incomplete or illegible forms will cause a delay in processing your request.****

**Please attach a Voided Check or official financial institution documentation stating
Routing and Account information to this form
Deposit slips are NOT acceptable.**

**Your name and correct address must appear on the
check or financial institution information.**

TO BE COMPLETED BY AGENCY EDI COORDINATOR:

ADD CHANGE DELETE

Agency change information: Former Agy Number _____

Agency Name _____ Agency Number _____

Agency EDI Employee Coordinator Name _____

Coordinator's Phone Number and E-mail _____

DEPARTMENT OF ACCOUNTS USE ONLY:

Function: ADD _____ DELETE _____ CHANGE _____

Keyed by _____ Date _____ PRN Date _____ Reviewed by _____ Date _____