

Request to End Direct Deposit of Expense Reimbursement Checks



I request that Heartland AEA provide my expense reimbursements via a paper check. This will only end direct deposit of expense reimbursement checks; it will not affect the direct deposit of payroll checks. This authority will remain in effect until I give written notice to reinstate direct deposit for expense reimbursement checks.

Employee PIED Number: _____

Name: _____

Employee Signature

Date

Email completed form to acctspay@heartlandaea.org or return to the Business Office in the Johnston Administration Center.