

**MEMORANDUM**

**To:** [APSupport@russellreynolds.com](mailto:APSupport@russellreynolds.com)  
**From:** \_\_\_\_\_  
**Date:** \_\_\_\_\_  
**RE:** **Direct Deposit for Employee Expense Reimbursements**

I understand my expense reimbursements will be deposited electronically directly into my bank account as follows:

***Please check one:***

**New Employee**

**Change bank information**

*If you change banks, it is necessary for you to fill out this form again so that we can update your file.*

**Account Type:**

Checking:

Savings:

**Bank Name:** \_\_\_\_\_

**Bank Transit Routing Number:** \_\_\_\_\_

**Bank Account Number:** \_\_\_\_\_

**Bank Address:** \_\_\_\_\_

Please attach a ***VOIDed*** check or deposit slip for this account

\_\_\_\_\_  
**Signature**

**Print Name:** \_\_\_\_\_

**Date:** \_\_\_\_\_

