



June 1, 2007

## PRAIRIE VIEW A&M UNIVERSITY INSTRUCTIONS FOR DIRECT DEPOSIT AUTHORIZATION FORM EMPLOYEE TRAVEL AND PURCHASE REIMBURSEMENTS ONLY

Prairie View A&M University employees may have their reimbursement amounts deposited directly in any financial institution that is a member of the Automated Clearing House Network.

**First** check to make sure that you have vendor ID set up in FAMIS. If you have not received a travel or other type reimbursement before please email:

- *Travel Reimbursements* Yadira Perez, [yaperez@pvamu.edu](mailto:yaperez@pvamu.edu)
- *Other Reimbursements* Victoria Munos, [vimunos@pvamu.edu](mailto:vimunos@pvamu.edu)

### Instructions:

- Please log onto **SINGLE SIGN ON**
  - <https://sso.tamu.edu/>
- Enter your University Identity Number (UIN) & Password
- Click on HR Connect
- Click on the “Payroll Data” tab at the top
- Scroll down to “Direct Payroll Deposit Information”
- Click to Edit
- Scroll down to “Accounting System Direct Deposit Information”
  - Click on second choice if you wish to use the same bank as your payroll direct deposit bank
  - Click on third choice if you wish to use a different bank account for direct deposit and then enter the bank information

*Please note if the ACH information is not correct and is rejected by the bank, your reimbursement check will be mailed.*

Accounts Payable/Travel will send you an e-mail notification to your PVAMU assigned email account letting you know that a deposit has been made into your bank account.

### Routing number for checking accounts

The easiest way to find your nine-digit routing number is to look in the lower left corner of your checks, just in front of your ten-digit account number.

### Sample check:



⑆ 231821082⑆

Bank Routing Number (RTN)

0861313166

Account Number

Need a Bank Account? <http://www.pvamu.edu/PVPAY>