

To: University Employees (still receiving Travel/Expense Claim Reimbursements via Cheque)

Re: Switch your Expense Claim Reimbursement payment to EFT

The University of Guelph is encouraging all employees who are still receiving their travel expense claim reimbursement via cheque to switch to the much quicker and more convenient EFT service (Electronic Funds Transfer).

With EFT, your reimbursement payment is deposited directly to your bank account, your bank statement will reference the payment from the University of Guelph, and a payment notification containing the TA reference number will be emailed to you at the time of deposit. The email sent out includes in the Subject heading the reference to "EFT Pmt – UofG EFT" and you can then file the emails away for future reference.

EFT eliminates waiting for your cheque to arrive in the mail and the time required to cash your cheque. EFT for expense claim reimbursements is well established and has been well received by those who have made the switch – AND it saves paper!

I encourage you to take advantage of the EFT service by completing page 2 and return the signed form to Revenue Control, University Centre 4th Floor. Please note that any bank information provided is held in a secure location in Financial Services. The EFT form is also available at the Financial Services web site @ <http://www.fin.uoguelph.ca/services/travel/expense-claims#eft>

If you have any questions please speak with your departmental contact who handles expense claims or call Revenue Control at (519) 824-4120 x53315 or email: treasury@uoguelph.ca

Yours truly,



Glenn White
Manager, Revenue Control
University of Guelph
(519) 824 – 4120 x52863
gwhite@uoguelph.ca

UNIVERSITY
of GUELPH

FINANCIAL SERVICES
Revenue Control

Employee Application Form: Switch Your Expense Claim Reimbursement to EFT

Employee Name (please print): _____

U of G Department: _____

Phone (_____) _____ Ext: _____

Email address: _____

Employee's Signature: _____ Date: _____

To ensure the accuracy of our account information, you must attach a void cheque and complete the following financial information for the deposit of funds. (Please print clearly or type)

Name of Financial Institution: _____

Address of Financial Institution: _____

Notification of your EFT payment will be emailed to your email address

PLEASE Mail Completed Form To: Revenue Control, University Centre, 4th Floor, University of Guelph

For More information:

Contact Revenue Control @ (519) 824-4120 x53315

ATTACH VOID CHEQUE HERE

[Revenue Control Use Only] CAD \$ Bank Account Information

--	--	--	--

Bank Code

--	--	--	--	--	--

Transit Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Bank Account Number

<u>Rev Control Use only</u>	Date	Initials
Completed EFT Form rec'd:		
Bank Info Entered:		
Returned to RC & Checked		