

JET AVIATION  
ACCOUNTS PAYABLE  
EXPENSE REIMBURSEMENT  
DIRECT DEPOSIT FORM

Accounts Payable has the capability to deposit all of your expense report reimbursements into any bank account that is a member of the Automated Clearing House Association. Please check with your bank to verify they are a member of this association.

If you elect to participate in this program, be advised it will take up to approximately 2 weeks to implement Direct Deposit.

- Complete the appropriate information below
- Attach your voided check showing your bank's address and your account number
- Return this form and voided check to the Accounts Payable Department at *Jet Aviation, Accounts Payable, 113 Charles A. Lindbergh Dr, Teterboro, NJ 07608*

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Please check one and print legibly:

New participant       Change       Cancellation

Employee Name: \_\_\_\_\_

I would like to participate in Expense Reimbursement Direct Deposit option, please make the following deposit:

Expense reimbursements deposited to **savings** account # \_\_\_\_\_  
Transit number # \_\_\_\_\_

Expense reimbursements deposited to **checking** account # \_\_\_\_\_  
Transit number # \_\_\_\_\_

E-mail Address \_\_\_\_\_

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date