



**Authorization for direct deposit of Accounts payable payment request**

**BANKING INFORMATION**

**Full name of employee (or volunteer)** \_\_\_\_\_  
(as listed on the account)

**Department** \_\_\_\_\_ Farmer to Farmer Volunteer \_\_\_\_\_

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

**Bank transit routing # (ABA )** \_\_\_\_\_  
(This number should be found printed on the bottom left corner of your checks preceding your account number - must be 9 digit #)

**Bank Account #** \_\_\_\_\_  
(This number should be found on the bottom of your checks to the right of your routing number).

**Employee signature** \_\_\_\_\_

Please note, once you have submitted the above information indicating your intent to participate in this process and the prenote process has been completed, all future payments to you will be made by ACH unless Accounts Payable is otherwise notified at the time the payment request is submitted.

**This form should be utilized for requesting a direct deposit (payment) by accounts Payable.**

**Attn: F2F volunteers. Please return this form at least 3 weeks prior to your departure to ensure timely receipt of funds.**