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
- Other Reimbursements Victoria Munos, 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:

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