



**Odyssey Relocation**, as an administrator of relocation services for your employer, offers Employees the flexibility and option to receive expense reimbursements by Electronic Funds Transfer (EFT) through the ACH System instead of using manual checks.

Therefore, the **Employee** hereby (1) authorizes **Odyssey Relocation** to make payments for expense reimbursements by EFT, (2) certifies that they have selected the following banking institution for deposit, and (3) directs that all such Electronic Funds Transfers be made as provided below:

Banking Institution:

Address:

Routing Number:

Account Number:

Account Type:

Name On Account:

Employee will give thirty (30) days advance notice in writing to Odyssey of any changes in its banking institution or other payment instructions.

Authorized Name (Printed)

Authorized Signature

Date

Phone

Email

Please include a voided check and email, fax, or mail to:

**Odyssey Relocation Management**

27271 Las Ramblas, Suite 120

Mission Viejo, CA 92691

(714) 800-1915

(714) 800-1918 FAX