



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:	TD Bank
Address:	526 View Street
Routing Number:	234567
Account Number:	23456
Account Type:	Checking
Name On Account:	Sammi Siegel

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

Sammi		06/28/2016
Authorized Name (Printed)	Authorized Signature	Date
9732242501	sps27@duke.edu	
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