

**Rancho Santiago Community College District Accounts
Payable Department**

**Direct Deposit for Expense Reimbursements
Pre-Registration Form**

Disbursement Preference:

- Yes! I am interested in receiving expense reimbursements via direct deposit to my personal bank account. Please send me instructions for registering with FIS Integrated Payables.

Note: After this form is processed, you will receive an email from FIS Integrated Payables with instructions for registering. Follow instructions to register and create an FIS account. You will be asked to provide your personal banking information during the registration process. You must be registered with FIS at least 10 business days before your next reimbursement is processed to begin receiving payment via direct deposit. In the meantime, any paper checks for expense reimbursements will be mailed to your home address listed in Colleague.

Request Date:	
Employee Name:	
Employee Signature:	
Employee ID:	
<u>District-Issued</u> Email Address:	
Mailing Address:	
Phone Number:	

ADOBE INSTRUCTIONS

1. Select the **Fill & Sign** action from your toolbar.
 - a. Complete each of the required fields with the exception of Employee Signature.
2. After each field is complete, select **Sign Yourself** from the toolbar.
 - a. Drag a copy of your signature onto the form placing it within the Employee Signature field.
3. Click **Next** (top right corner) and **save the document as a read-only copy**. Click Continue.
4. When the document has saved, select **Send a Copy** from the menu column at the right side of the screen.
 - a. Enter the email address: **AP@rscdd.edu**
 - b. **Include your email address** to receive a copy for reference

Thank you!