

# AARP Tax-Aide

## AARP General Accounting Services Direct Deposit Authorization Form

Published by the AARP Tax-Aide Program.

AARP Tax-Aide is a program of the AARP Foundation, offered in conjunction with the IRS.

**Note: Items marked with "\*" are required fields**

\*VOLUNTEER ID#: \_\_\_\_\_  
\*NAME \_\_\_\_\_ TELE ( \_\_\_\_ ) \_\_\_\_\_ E-MAIL \_\_\_\_\_  
\*ADDRESS \_\_\_\_\_  
\*CITY \_\_\_\_\_ \*STATE \_\_\_\_\_ \*ZIPCODE \_\_\_\_\_

**I authorize AARP to initiate credits to my account for Reimbursement of Expenses. This Authority will remain in effect until canceled by me in writing.**

**Banking Information (all information in this box is required)**

\*Type of Account (Choose One account only): \_\_\_\_\_ Checking \_\_\_\_\_ Savings

\*BANK NAME \_\_\_\_\_

\*BANK ADDRESS \_\_\_\_\_

\*CITY \_\_\_\_\_ \*STATE \_\_\_\_\_ \*ZIPCODE \_\_\_\_\_

\*BANK ROUTING NUMBER (ABA) \_\_\_\_\_ -

\*BANK ACCOUNT NUMBER \_\_\_\_\_

**Required Supporting documents: For a checking account - Voided check or copy  
For a savings account a bank letter providing routing number and account number.  
See back of form for additional information.**

\_\_\_\_\_  
\*Volunteer Signature

\_\_\_\_\_  
\*Date

*Please return this form by:*

***U.S. Mail***

**AARP  
Accounting Application Support  
601 E Street, NW  
Washington, D.C. 20049**

***FAX***

***Fax to (866)368-7411  
ATTN: Acct. Appl. Support***

***Email***

**[financialservices@aarp.org](mailto:financialservices@aarp.org)  
Subject: Direct Deposit Request  
Acceptable attachment formats  
include **PDF, JPG, DOC****

## Instructions for Requesting a Direct Deposit of Reimbursements

Direct Deposit of volunteer expense reimbursements is an optional service offered to AARP volunteers. Once established, any and *all* reimbursements received through AARP Tax-Aide (as well as any other volunteer engagement with AARP) will be processed as a direct deposit to the bank account provided. This will continue until canceled in writing by the volunteer.

Direct deposit forms are best submitted separately from a reimbursement request. Although a direct deposit can be set up at any time, it is recommended that the request be submitted by *March 1<sup>st</sup>* of the tax season in order to be available for an end-of-season payout of volunteer reimbursements.

The process of establishing a direct deposit account is accomplished by: Completing and submitting the form accompanying these instructions and providing bank-generated data showing the name and address of the volunteer together with the bank routing and account numbers.

### **For a Savings account:**

Provide a letter on bank letterhead (or an equivalent bank document) indicating the account holder name and address along with the bank routing and account number. *Letters must include bank representative's signature.*

### **For a checking account:**

Provide either a voided check, or a copy of a check, including the account holder's name, a check number and the bank routing number and the account number. The example below may be helpful to identify the routing and account numbers.

John Doe	ABA Routing Number	123 Anystreet Anytown, USA	Account Number	123
Pay to the Order of _____		\$ _____		
_____		DOLLARS		
124356726		25497234	123	

**NOTE for Email submissions:** The easiest way to submit a Direct Deposit Authorization Form by email is to place a check at the bottom of the Request Form and use a cell phone to take a picture to be emailed to Financial Services. Alternatively, the Authorization Request Form and check can be scanned separately and attached to an email sent to Financial Services..

**NOTE for all requests:** Including a telephone number on the Authorization Form will allow the AARP Financial Services Department to contact you if the information provided is not complete. Also providing an email address will allow an automatically generated email to be sent to you whenever a direct deposit is authorized for deposit into your bank account.

**Thank you for setting up a Direct Deposit**

You will receive expense reimbursements faster and the Tax-Aide program will reduce its administrative costs.