

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 the 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 _____

Note: Supporting bank documents (such as a voided check) are required to set up any new direct deposit requests. See back of form for additional information.

*Volunteer Signature

*Date

Please return this form to:

AARP
Accounts Payable
601 E Street, NW
Washington, D.C. 20049

OR: Fax to (866)368-7411
ATTN: Accounts Payable
(You will be faxing directly to the accounting staff that sets up your account)

Website for the public: www.aarp.org/taxaide
Website for volunteers (Extranet): www.aarp.org/tavolunteers

*Over 2 Million People Served
Annually!*

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Instructions for Requesting a Direct Deposit to be Set Up

Direct Deposit of volunteer 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 account provided. This will remain in effect until canceled by the volunteer. In other words, this does *not* need to be set up each year.

Fields on the form marked with “*” are *required* in order to set up the direct deposit. Telephone and email account information is optional, but will enable the following:

1. If there is a problem with the establishment of the direct deposit, the accounting department can call the phone number listed to help resolve the issue.
2. If an email account is provided, you will receive email notification at the time that your reimbursement request is processed. (Note that this option will also save on the costs to print and mail a deposit notification.)

Direct deposit forms should be submitted separately from your requests for reimbursement. Although direct deposits can be set up at any time during the year, it is recommended that these forms be submitted no later than *March 1st* directly to the AARP accounting office (as shown on the front side of this form) in order to ensure sufficient time to process your request prior to the end of season payout of volunteer reimbursements.

It is the *responsibility* of the volunteer to ensure that the bank routing, account number and financial institution information is correct. Due to increased banking fees, AARP now requires all vendors and volunteers opting for direct deposit to provide documentation from their bank that illustrates the correct routing and account information. For many, this can be accomplished by attaching a voided check to this form when submitting it (note that deposit slips are not accepted, as they can not verify the bank routing number). Direct deposit requests that do not have appropriate bank documentation illustrating the correct routing and account information will not be set up.

Below is a sample check illustrating where the numbers appear that need to be provided:

John Doe 123 Anystreet Anytown, USA	ABA Routing Number	Account Number	123
Pay to the Order of _____		\$ 00 00	
124356726	25497234	123	