

ELMHURST COLLEGE

RapidPay!/Direct Deposit Authorization Enrollment Form

Please Mark All That Apply:

RapidPay! Visa PayCard Direct Deposit: NEW CHANGE Student Account

Employee Name (Please Print):

(First & Last) _____ I.D. E-Number: _____

Complete Below – FOR RAPIDPAY! OPTION ONLY:

Address (Associated with your bank account): _____ RapidPay! Amount: \$ _____ .00

Phone: _____ Email: _____

Complete Below – FOR DIRECT DEPOSIT ONLY:

Checking Account - (A "VOIDED" check or "DIRECT DEPOSIT AUTHORIZATION" form is required; a deposit slip is not acceptable)** \$ _____ .00

Checking Account Number: _____
(For Office Use Only)

Savings Account - (A "DIRECT DEPOSIT AUTHORIZATION" form from the bank is required)** \$ _____ .00

Savings Account Number: _____
(For Office Use Only)

Bank Name (Please Print): _____
(For Office Use Only)

Bank Transit Routing Number: _____
(For Office Use Only)

Student Account Amount: \$ _____ .00 OR _____ %

If selected:

- And your student account goes to a zero (0.00) balance, your paycheck will default to one of the other options you have selected (either direct deposit or RapidPay!), if any.
- If neither direct deposit nor RapidPay! Visa PayCard options are selected in conjunction with the student account option **AND** your student account goes to a zero (0.00) balance, you will receive your paycheck on a RapidPay! Visa PayCard, which would have to be picked up in the Payroll office, Lehmann Hall, 2nd Floor, Room 208.

I authorize you and the Financial Institution listed above to initiate deposits of funds, to which I am entitled, automatically to my account(s). This authority will remain in effect until termination, in writing, of my employment with Elmhurst College.

Employee Signature _____ Date _____