

ELMHURST UNIVERSITY

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

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

- 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 University.

Employee Signature _____ Date _____