



# Employee Direct Deposit/RapidPay Card Authorization

**Important! You must notify the Payroll Department immediately when you change or cancel banks/accounts.**

Employee Name: \_\_\_\_\_ Employee ID #: \_\_\_\_\_

**Direct Deposit:**

New Authorization     CANCEL Direct Deposit and begin Rapid!PayCard

**For new Direct Deposit Authorizations:**

<input type="checkbox"/> I request my <b>Direct Deposit</b> be placed in the following account:	
Type of Account:	
<input type="checkbox"/> Checking Please attach voided check or your bank's ACH form*	<input type="checkbox"/> Savings Please attach your bank's ACH form*
<b>*The voided check or ACH bank form must have your name and information imprinted. No handwritten information will be accepted. No copies will be accepted.</b>	

**Rapid! PayCard:**

<input type="checkbox"/> <b>Rapid! PayCard</b> Issuance Authorization Form
If you are selecting the Rapid Pay Card, please bring this form with you into the Payroll Department. You will be issued your card at that time.

*This authorization is effective the first pay date in which it is received in Payroll by the established cutoff date of the 15<sup>th</sup> of each month. If this form is not received in Payroll by the 15<sup>th</sup>, a regular payroll check will be issued for the first month this agreement is active. Direct deposit will take effect the following pay period.*

Direct Deposit & Rapid! PayCard pay stubs are emailed to the employee's "cusd.com" address as an attachment. Your permanent password to open this attachment is the last 4 digits of your social security number. Your pay stub can also be accessed through ESS (Employee Self-Serve) using your personal ESS password.

*Upon Clovis Unified's receipt of a request to cancel this authorization, it shall become effective the first pay date in which it is received in payroll before or on the 15<sup>th</sup> of each month.*

If a "Direct Deposit" cannot be credited to an account because it has been closed, the Bank will reject the Direct Deposit and reroute it back to the employer. Funds will be available to the employee upon receipt from the Bank.

***I authorize Clovis Unified to assign my wages to a Rapid! PayCard and initiate credit entries or deposit directly into my account. The automatic deposit will be made on each payday, unless I notify Clovis Unified in writing of my intent to cancel. In the event funds are deposited erroneously into my account, I authorize Clovis Unified to debit my account not to exceed the original amount of the credit. I understand that all direct deposits are made through the Automated Clearing House (ACH), and that funds availability is subject to the terms and limitations of the ACH as well as my financial institution.***

Upon separation from the district, this contract will terminate itself.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_