



PAYROLL DIRECT DEPOSIT AUTHORIZATION

St Paul Public Schools ISD 625

Employee Name: _____ Employee ID: _____

Work Location: _____ Phone #: _____

Teacher Principal EA TA AFSCME PEA SPSO ASAP S&CSP Nutr Trades Bus Dr Other _____

Instructions: To sign up for a Rapid! PayCard, simply check the "RAPID PAY CARD" authorization section and indicate if you want your net pay or a flat dollar amount to be loaded to your card each payroll. For traditional direct deposit, complete the bank information under the "TRADITIONAL BANK ACCOUNT" section. You *can* have both a traditional bank account and a Rapid! PayCard. **For Rapid! Pay cards, employees should ONLY have one Rapid! pay card entered into the payroll system. Any additional or companion pay cards are managed by the employee through the Rapid! website or Customer Service. Sign form and send to the Payroll Office at 360 Colborne St, St. Paul MN 55102. NOTE: Traditional direct deposit authorization requires a copy of a voided check (not a deposit slip) to be sent along with your form. Enrollment in or changes to Rapid! PayCard accounts do not. An alternate option for setting up or changing direct deposit is through Employee Self Service.**

↓ TRADITIONAL BANK ACCOUNT ↓

Direct Deposit Authorization to existing traditional account(s)

Bank / Credit Union Name	Routing ABA #	Account #	Amount	Type of Account
	#	#	<input type="checkbox"/> Net Pay	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
	#	#	<input type="checkbox"/> \$	<input type="checkbox"/> Checking <input type="checkbox"/> Savings
	#	#	<input type="checkbox"/> \$	<input type="checkbox"/> Checking <input type="checkbox"/> Savings

NOTE: A copy of a voided check (not a deposit slip) or bank generated form must be included for any of the above accounts to verify information is listed accurately.

And/Or

↓ RAPID PAY CARD ↓

Rapid! PayCard authorization (Account to be assigned)

Financial Institution: MetaBank

Account Number 353 - _____ - _____ - _____

Routing Number 124085244

Amount to Deposit: Net Pay OR Flat Amount \$ _____



Card ID on front of envelope which is entered by Payroll

NOTE: Employees should only have one Rapid! pay card entered into the SPPS payroll system. Any additional or companion cards are managed by the employee through the Rapid! website or Rapid! Customer Service.

The Rapid! PayCard MasterCard Card is issued by MetaBank, Member FDIC, pursuant to a license by MasterCard International Incorporated. Prepaid card can be used wherever Debit MasterCard is accepted. MasterCard is a registered trademark of MasterCard International Incorporated.

I hereby authorize St Paul Public Schools and the financial institution(s) listed above to initiate electronic credit entries to the account(s) and in the amount(s) indicated above, and if necessary, debit entries and/or adjustments for any credit entries in error, each payday. This authorization will remain in effect until I separate from employment with the district or notify St Paul Public Schools in writing to cancel it. I understand I may make changes to my account(s) through Employee Self Service at any time and that submitting paper forms may require additional processing time before the change is effective. If this is a change, I understand that any previous direct deposit authorizations are hereby revoked by the new direct deposit authorizations listed above.

Signature _____

Date _____

Send completed form to: Payroll Dept: 360 Colborne St, 3rd Floor, St Paul MN 55102

Updated 11/7/16