

Employee Direct Deposit and PayCard Authorization

Employee Name: _____

Employee ID #: _____

New Change or Addition Cancel

Effective Date: _____

Faculty Staff Student

***** YOU MAY CHOOSE ONE METHOD OF DEPOSIT*****

Option 1: Traditional Direct Deposit — Electronically deposit your pay into your personal bank account

Direct Deposit – ACH transaction that directly deposits pay into an existing personal bank account(s):

	<u>Deduction Amount/Net Pay</u>	<u>Type of Account</u>
Attached a canceled/voided check or bank letter	<input type="checkbox"/> \$_____ or	<input type="checkbox"/> Savings
	<input type="checkbox"/> 100%	<input type="checkbox"/> Checking
Attached a canceled/voided check or bank letter	<input type="checkbox"/> \$_____ or	<input type="checkbox"/> Savings
	<input type="checkbox"/> 100%	<input type="checkbox"/> Checking

**Please attach the above documentation must include Bank Account Number(s) and Routing Number(s).

Option 2: rapid! PayCard – Electronically deposit your pay onto a pre-paid debit card

Rapid! PayCard – Augsburg's default pay method (to be assigned and entered by Augsburg's Payroll Dept.)

Financial Institution Name: The Bancorp Bank

Direct Deposit Account Number: 933 _____
(Card ID on front of envelope)

Routing Number: 0311-0116-9

Date Issued: _____

Issued By: _____

I authorize Augsburg University to withhold the indicated amount(s), if available, from my pay, and deposit directly into the account(s) shown above. If I choose the rapid! PayCard, I hereby authorize Augsburg University to assign a rapid! PayCard and initiate credit entries and any correcting entries to my assigned rapid! PayCard account. Upon Augsburg University's receipt of a request to cancel a direct deposit authorization, it shall become effective after a reasonable opportunity to act upon it, and I will be assigned a rapid! PayCard, which is the University's default pay method. At any time, I may request Augsburg University to cancel my rapid! PayCard and choose Direct Deposit.

All deposits will be made on each payday. In the event funds are erroneously or incorrectly deposited into my account, I authorize Augsburg University to debit my account(s), not to exceed the original amount of the credit.

I understand that all 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.

Employee Signature: _____

Date: _____

Note: Send completed form with your signature, to the Payroll Department located in Science Hall 148