

# Payroll Options

## Direct Deposit:

- I elect to have my paycheck automatically deposited into my bank account. I am aware that my first check will be a paper check but each subsequent check will be deposited into the account that I provided routing and account number for.

## Rapid Pay Card:

- I elect to have my paycheck automatically deposited onto a Rapid! PayCard. There are no fees to use this card and I will be able to use it in the same manner as a normal Debit Card. This card can be used everywhere a debit cards are accepted. I am aware that my first check will be a paper check.

## Manual Check

- I understand that Oregon is green state and as such encourages the uses of electronic transfers over the use of printed material but I elect to have my check printed for me.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Authorization for Direct Deposit

I authorize Mennonite Village to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my bank account, as indicated below, each pay period. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authority will remain in effect until I have cancelled it in writing.

Employee Name \_\_\_\_\_ Date \_\_\_\_\_  
(Please print)

Financial Institution Name \_\_\_\_\_

Checking Account Number at Financial Institution \_\_\_\_\_

Savings Account Number at Financial Institution \_\_\_\_\_

Financial Institution Routing/Transit Number \_\_\_\_\_

Financial Institution City and State \_\_\_\_\_

Deposit my full net paycheck into my:  checking account *or*  savings account.

**OR**

Deposit \$ \_\_\_\_\_ into my  checking account *or*  savings account and

the remaining balance into my  checking account *or*  savings account.