

Direct Deposit or CashPay Card Getting Paid Just Got Easier!



Direct
Deposit

OR



CashPay Card

City of Mesa Important Payroll Details

- Employees have two options for payroll effective the first payroll in January 2019 as of: (PP 12/23/18 – 1/06/19):
 - (1) Direct Deposit
 - (2) CashPay Card
- If a choice has not been selected by the employee's first pay period end, the employee will be paid via the pay card option.
- Paper checks will no longer be issued for our regular payroll cycle, effective PPE 01/06/19.
- Changes being made to active direct deposit accounts such as additions of secondary accounts/changing primary accounts will be handled as they are currently; resulting in a paper check being issued during the prenote period and mailed to employee's home.

Direct Deposit Instructions:

Fill out, sign the attached Direct Deposit form. Attach banking backup (void check or information . provided by your bank). Turn all information into Payroll. Your first pay period you will receive a paper check while pre-noting the account completes. Your second payroll will be deposited directly into your account.

CashPay Card Features and instructions:

Fill out only the personal information on the Direct Deposit form and sign. Turn form into Payroll and a cash card will be issued to you prior to your first payroll. All funds will be deposited to your card

- Each payday the employee's pay will be deposited onto the card by 9:00 am on payday morning,
- Funds are available to the employee 24 hours a day, 7 days a week,
- Employees will no longer need to fear lost or stolen checks, nor delayed mail delivery,
- Each CashPay card is individually FDIC-insured,
- The employee can use the card as a Visa card; making point of sale purchases locally or online,
- Employees will no longer have check cashing fees,
- Employees can withdraw cash from domestic Bank of America ATM's and ATM's accepting Visa-branded cards, cash back at point of sale purchases or from inside tellers at Bank of America or any bank accepting Visa-branded cards. Fees may apply at any ATM's other than Bank of America.
- Balance inquiries at ATM's currently incur no cost for the first 2 inquiries; a nominal fee for inquires only apply thereafter. HOWEVER, Cardholders can access balances, view transactions and manage alerts at no cost by logging on to the mobile app or website. Receiving free automated account information or speaking with a customer service representative is just a toll-free phone call away.

Contact Payroll for questions, information or to enroll @ 480-644-1122 opt 2 or Payroll@mesaaz.gov



CITY OF MESA

Authorization for Direct Deposit

Employee Name:	
Employee ID:	<input type="checkbox"/> ADD a New Account* <input type="checkbox"/> CHANGE amount of Existing Account(s) <input type="checkbox"/> STOP an Existing Account(s)
Today's Date:	

I hereby authorize the City of Mesa to withhold from each Payroll check and forward the funds to the following Financial Institution(s) to be deposited as follows:

ADD a New Account: *Include documentation from the Financial Institution with the ABA Routing Number and Account Number for all New Accounts. A Deposit Slip will not be accepted to set up a Direct Deposit.

Note: It takes two (2) pay cycles for a new account to take effect. All new account setups will go through a 'pre-note' phase in which the account information transmittal is tested with the bank to ensure accurate routing and account numbers. **During this 'pre-note' phase, you will receive a 'live' paper paycheck if the account being pre-noted is the Primary account.**

Primary Account Primary Account is the account into which all remaining pay is to be deposited.

Routing Number _____ Account Number _____

Checking Savings

Secondary Account When adding a Secondary Account, the Primary Account must be active before a Secondary Account can be submitted.

Routing Number _____ Account Number _____

Checking Savings _____ % or \$ _____

CHANGE amount of Existing Account(s):

Routing Number _____ Account Number _____

Checking Savings _____ % or \$ _____

Routing Number _____ Account Number _____

Checking Savings _____ % or \$ _____

Effective immediately, I authorize the City of Mesa to Stop my existing Direct Deposit to the following Financial Institution(s). I understand that Stopping a Primary Account stops **all** Direct Deposits and I will receive a 'live' paper paycheck until a new Primary Account is established.

STOP an Existing Account(s):

Routing Number _____ Account Number _____

Checking Savings _____ % or \$ _____

Routing Number _____ Account Number _____

Checking Savings _____ % or \$ _____

Employee Signature

Date