



Direct Deposit or 's Wisley Paycard

Authorization Agreement for RMI employees

Please fill out this form if you wish to have Direct Deposit or ADP's Wisley Paycard set up with RMI. No verbal requests are allowed. **NOTE:** If you are registered with ADP, you may also apply for Direct Deposit or upgrade your Wisley Paycard via ADP app or online. If you wish to register, please use RMI registration code RODBATMGMT-ADP to access your payroll info

Your Name: _____ Your Phone Number: (____) _____ - _____

Your Address: _____ City: _____ Zip: _____

Your email address: _____

WAGE PAYMENT ELECTIONS:

Direct Deposit: Please attach Voided Check or Financial Institution Letter along with following:

1. Routing/TBA Number (9 digits): _____ 2. Account Number: _____
3. Account Type: **Checking** **Savings** **Prepaid Card** If Prepaid Card, is it considered: **Checking** or **Savings**
4. Amount to deposit each pay date: **Entire paycheck** ****Amount:** \$ _____ ****Percentage:** _____%

** If this is a secondary deposit, remaining amount will be deposited to your primary deposit

Check here if we need to cancel an existing direct deposit set up with RMI and replace it with new account provided above

 **Wisely Pay:**

Wisely Pay card: Entire Net pay will be deposited to your Wisely Pay Card. However, if you already have a direct deposit set up with RMI, you may use your Wisely Pay card with partial deposit. If you have direct deposit, please chose one of following for your Wisely Pay Card deposit: \$ _____ % _____ or Remaining pay

Wisely Electronic Check. I understand I am not required to enroll in, use or activate a payroll card to use the electronic check to receive my full net pay. I am willing to complete the electronic check on my own each pay period. I understand that each payday I will need to make the check payable to myself for my full net pay, date the check, call to authenticate the check and write the authentication code on the check prior to being able to cash the electronic check.

Card kit will be provided by RMI as soon as the form has been received. Clear instructions will be included.

You may submit this form via RMI's website rmiintl.com, fax to (562) 630-0072, email a clear picture to askpayroll@rmiintl.com. Please note it may take up to 3 pay periods until direct deposit requests go into effect.

I hereby authorize RMI International to automatically deposit funds or cancel direct deposit for the account(s) listed above.

Employee Signature

Date