

MEMO

March 2, 2022

RE: Notice of Change to Direct Deposit Process

The RMA Payroll Department has made changes to how staff update their Direct Deposit information to improve the security of your private information.

Send an email to the Payroll Department with the following information. Please feel free to copy and paste the body below into your email.

To: payroll@rma-tx.org

Subject: Update Direct Deposit Information

Body:

EMPLOYEE INFORMATION

Name:

Campus:

TimeClock ID:

Phone Number:

BANK INFORMATION:

Financial Institution Name:

Bank Address:

Bank Phone Number:

Type of Account (*List Checking or Savings*):

List Percentage or Flat Amount to be Deposited:

If you are splitting your direct deposit between multiple banks, please be sure to identify each bank accurately along with the specific type, method and amount.

I understand that my bank information will be updated on the next available payroll. The next available payroll cannot be determined until after the Payroll Department is able to verbally verify the changes with me.

ATTACHMENTS: Bank Deposit Letter or Void Check