



**PAYROLL DEBIT CARD FOR CURRENT/REACTIVATED SUBSTITUTES,
2007-2008
INFORMATION**

PLEASE READ VERY CAREFULLY!

1. If you are a current substitute for CFISD, and you do not have current direct deposit you need to initiate either direct deposit or a Chase Debit Card before December, 2007. The district is discontinuing sending "live" checks to substitutes over the course of the next several months. You will receive notification from CFISD district payroll of the switch; however, the sooner you formalize this process, the easier it will be for you. The District wants this to be as "seamless" for you as possible. We suggest you do NOT wait for formal notification. You can proceed now with the change.

******If you currently have direct deposit, you do not need to do anything further!***

2. If you are a current substitute and do not wish to initiate DIRECT DEPOSIT, you are required to initiate a Cypress-Fairbanks Debit Card issued through Chase Bank. As stated above, "live" checks will be discontinued over the course of the next several months. It will be in your best interest to begin this process before the start of the next school year.
3. Things you need to know:
 - a. This card will act as a "debit" card allowing you to withdraw only the funds that have been deposited in your payroll based on the days you have worked as a substitute. The funds will be deposited during the same pay periods as outlined in your **Substitute Handbook**.
 - b. You will only be allowed to pull the funds in the account. **There is NO overdraft!**
 - c. You may use this card as a debit card at all businesses that accept debit cards.
 - d. You may use this debit card at any CHASE ATM or ALLPOINT ATM with no "withdrawal fees." However, if you use this card at any other institution's ATM's, you could be subject to a fee.
 - e. If you are downloading this form, you may pick up a brochure in the Sub Office at 10300 Jones Road, Suite 244 N. Houston, 77065. Payroll will also have these brochures available for pick up. The brochures will be available after July 1, 2007.
4. If you have any questions in regards to your CFISD/Chase debit card after the start of school, you must contact Chase Bank! Their number will be on the brochure/information you will receive with your new debit card. Please do NOT call payroll. If you have questions about the amount of money based on the days worked as a substitute, start with Patti Pauley at patti.pauley@cfisd.net.
5. For a limited time, you will still receive an "electronic check" [can not be cashed] in the mail indicating how much money has been deposited into your CFISD/Chase Debit card.
6. You must fill out the PAYROLL DEBIT CARD ENROLLMENT FORM FOR SUBSTITUTES. It needs to be faxed or brought in person to the Substitute Office. Do NOT send electronically!