

Payment Options Form

Partners in Community Supports (PICS) requires electronic payment for payroll.
Please complete this form and return to PICS before submitting your first timesheet.

Worker Name: _____ **Email:** _____

Street Address: _____ **City:** _____ **State:** _____ **Zip Code:** _____

Phone Number: _____ **Date of Birth:** ____/____/____ **Social Security # (last 4 Digits):** ____-____-____

Please choose Option 1 or Option 2 - *A debit card will be issued if form is not completed.* See back page for more details.

OPTION 1 - Direct Deposit

Choose up to 2 accounts. The 2nd account is for the remaining amount. **A bank document must be submitted along with this form.** It must show your name, bank's name, routing number, and account number. You can submit a voided check, bank statement, or typed bank letter.

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| <p>1. Bank Name: _____</p> <p>Routing Number: _____</p> <p>Account Number: _____</p> <p>Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> <p>Amount to Deposit: \$ _____ or <input type="checkbox"/> Entire Check</p> | <p>2. Bank Name: _____</p> <p>Routing Number: _____</p> <p>Account Number: _____</p> <p>Account Type: <input type="checkbox"/> Checking <input type="checkbox"/> Savings</p> |
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** I authorize Partners in Community Supports ("Company") to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions ("Bank") indicated on this form. I authorize Bank to accept and credit any credit entries indicated by Company to my accounts. In the event that Company deposits funds erroneously into my account, I must provide written consent to authorize Company to debit my account for an amount not to exceed the original amount of the erroneous credit. This authorization is to remain in full force and effect until Company and Bank have received written notice from me of its termination in such time and manner as to afford Company and Bank reasonable opportunity to act on it.*

OPTION 2 - Payroll Debit Card

PICS will issue and mail to you a payroll debit card. Your pay will be deposited into the TotalPay® Card and Money Network™ Check Program account every payday.

** I authorize my employer, as well as any payroll services provider authorized by my employer, to initiate credit entries. In the event that Company deposits funds erroneously into my account, I must provide written consent to authorize Company to debit my account for an amount not to exceed the original amount of the erroneous credit.*

Worker Signature

Date

Additional Information for Payment Options

OPTION 1 - Direct Deposit

To enroll in Direct Deposit, complete form on the front side with your account information and return it to PICS along with a bank document that includes:

- your name
- the bank's name
- routing number
- account number

This bank document must come directly from the bank and must be computer generated. It can be a:

- voided check
- bank statement
- typed letter from the bank

Deposit Slips are NOT accepted.

OPTION 2 - Payroll Debit Card

ADP TotalPay[®] Visa[®] Debit Card and Money Network[™] Checks

To receive a TotalPay Debit Card, complete form on the front side and return to PICS. PICS will issue and mail the debit card to you before your first pay check. Upon receipt, you will activate the card and begin to use the benefits of the TotalPay Debit Card.

The TotalPay[®] Card and Money Network[™] Checks offer you a complete and convenient package of services you can use to access and manage your money instantly. Your pay will be deposited into the TotalPay[®] Card and Money Network[™] Check Program Account ("Account") every payday so you have immediate access to your money.

Advantages to TotalPay[®]

- Check account balance for free online or by phone
- Pay bills online with TotalPay[®] Card
- Manage account online or by phone
- Get cash at an ATM
- Use a Money Network[™] Check
- Make purchases