

Payment Options Form

Partners in Community Supports (PICS) requires electronic payment for payroll.

Important Note: *Option 2 below will be issued if form is not completed prior to submitting your first timesheet.*

Choose one option: New Authorization Change Authorization Cancel Authorization (*default to Option 2*)

FULL NAME		EMAIL
FULL MAILING ADDRESS		
PHONE NUMBER	DATE OF BIRTH	SSN (LAST 4 DIGITS)

Choose payment type below:

OPTION 1 - Direct Deposit

NOTE: A bank document must be submitted showing your name (account ownership), bank name, routing, and account number. You can submit a voided check, bank statement, or typed bank letter. See back page for Terms of Agreement.

BANK NAME	2 nd BANK NAME (<i>optional</i>)
ROUTING NUMBER	ROUTING NUMBER
ACCOUNT NUMBER	ACCOUNT NUMBER
ACCOUNT TYPE <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS	ACCOUNT TYPE <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
AMOUNT TO DEPOSIT \$_____ or <input type="checkbox"/> Entire Check	AMOUNT TO DEPOSIT \$_____ or <input type="checkbox"/> Remaining Amount

OPTION 2 - Payroll Debit Card

PICS will issue and mail a payroll debit card to you. Your NET pay will be deposited into the TotalPay Card and Money Network Check Program account every payday. See back page for Terms of Agreement. **NOTE:** *Card is default payment option if no form is received.*

I certify the information provided is correct. I authorize Partners in Community Supports (PICS) to withhold the indicated amount(s), if available, from my pay, and deposit directly into the account(s) shown above. All deposits will be made on each payday. In the event that funds are transmitted in error to my account, I authorize PICS to reverse the deposit or debit the funds from my account. I understand that if a reversal of funds is necessary, I will be advised by PICS in advance. I understand failure to complete a Payment Options Form, will result in being assigned the default pay method for PICS, a TotalPay Money Network pay card. At any time, I may request PICS to cancel my pay card and choose Direct Deposit. Upon receipt to cancel or change your payment options as listed above, the change will become effective the following pay period. This authorization will remain in effect until I have cancelled it in writing or until termination.

Signature

Date

Additional Information for Payment Options

OPTION 1 - Direct Deposit

Complete form with your account information and return it to PICS along with a bank document that includes:

- your name
- bank name
- routing number
- account number

This bank document must come directly from the bank and must be computer generated (not handwritten). It can be a:

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

Deposit slips and handwritten documents are *NOT* accepted.

Terms of Agreement for Direct Deposit: *To cancel my direct deposit, I understand that it must be done by providing written notice to PICS at least 10 business days before the next pay date. If I change or close my bank account, I understand that it is solely my responsibility to notify Payroll immediately of any changes that affect my direct deposit.*

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

Terms of Agreement for Pay Card: *If I choose the TotalPay Money Network pay card option, I hereby authorize PICS to assign me a TotalPay Money Network pay card. By accepting and using the pay card, I agree to be bound by the terms and conditions outlined in the cardholder agreement, including but not limited to the cardholder fees summary.*