



PICS Payment Options

Partners in Community Supports (PICS) offers electronic payment for both payroll and expenses. Please complete this form and return to PICS Payroll.

Select all that apply: Employee (required) Vendor/Expense

First Name _____ Last Name _____

Street Address _____

City _____ State _____ Zip Code _____

Phone Number (____) _____ - _____ Date of birth ____/____/____ Social Security # _____

E-Mail _____

OPTION 1 Direct Deposit

You may choose up to two accounts. Your last item must be for the remaining amount owed to you. To ensure that you are paid correctly a bank document that includes **your name**, **routing number** and **account number** must be attached. A voided check satisfies this criteria. See opposite side for additional information.

1. Bank Name/City/State: _____
 Routing/Transit Number: _____ Account Number: _____
 Checking Savings I wish to deposit \$ _____ or Entire Net Amount
2. Bank Name/City/State: _____
 Routing/Transit Number: _____ Account Number: _____
 Checking Savings

I hereby authorize Partners in Community Supports (PICS) (hereinafter "Company") to deposit any amounts owed me by initiating credit entries to my accounts at the financial institutions (hereinafter "Bank") indicated on this form below. Further, I authorize Bank to accept and to credit any credit entries indicated by Company to my accounts. In the event that Company deposits funds erroneously into my account, I 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 in such manner as to afford Company and Bank reasonable opportunity to act on it.

Signature: _____ Date: ____/____/____

OPTION 2 ADP TotalPay[®] Visa[®] Debit Card and Money Network[™] Checks.

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. See opposite side for additional information.

ACH AUTHORIZATION AND REQUEST. I authorize my employer, as well as any payroll services provider authorized by my employer, to initiate credit entries 54 (and if necessary to initiate any debit entries to correct and erroneous credit entry) related to the distribution of my payroll through the Money Network[™] Services, such authorization to remain in effect until my employer has received written notification of its termination in such time and manner as to afford my employer and the Money[™] Service providers a reasonable opportunity to act on it.

Signature _____ Date ____/____/____

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Additional Information (Side 2)

OPTION 1

Direct Deposit

To enroll in Direct Deposit, simply fill out the form on the front side with your account information and return it to PICS along with a bank document that includes **your name, routing number and account number**. This document must come directly from the bank and must be computer generated. A voided check satisfies this criteria. If depositing into a savings or debit card account, ask your bank for official documentation which includes **your name, routing and account number**. (Deposit Slips are NOT accepted)

To ensure that you are paid correctly bank proof of account numbers must be attached.

Below is a sample check detailing where the information necessary to complete this form can be found.

Name

John Q. Public 111 Main Street Any town, USA 1234	0101
Pay to the Order of _____	Date _____
_____ Dollars	
Main Street Bank 800 Main Street Any town, USA 12345	
:012345678 :12345678:: 0101	

Routing/Transit Number

Checking Account Number

OPTION 2

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

To receive a TotalPay Debit Card simply complete the form on the front side and return to PICS. PICS will issue and mail your new card to you before your first pay check. Upon receipt you will activate the card and begin to enjoy 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 your account balance for free online or by phone | ✓ Get cash at an ATM |
| ✓ Pay bills online with your TotalPay [®] Card | ✓ Use a Money Network [™] Check |
| ✓ Manage your account online or over the phone | ✓ Make purchases |