

## Payment Selection Agreement

The Fogarty Center d/b/a *OPTIONS* offers two (2) pay receipt options. Please check one (1) of the below options and complete all necessary information. **Please see reverse side for additional information.**

### Please complete all sections and Sign Bottom

Name \_\_\_\_\_ Phone Number (\_\_\_\_\_) \_\_\_\_\_

Physical Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_ Social Security Number \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Email address (**mandatory**) \_\_\_\_\_

### Paper Check Option

I choose to have my pay in the form of a paper check (all checks are mailed to the Employer).

### Direct Deposit Option

I choose to have my paycheck deposited directly into my account

**To activate my direct deposit, I will:**

- **Attach a Voided Check or a Direct Deposit Letter. Address on check MUST match your current address.**
- Complete the below information:

#### Account Information 1

#### Account Information 2 (optional)

<p>_____ Bank Name</p> <p>_____ Account Number</p> <p>_____ Account Routing Number</p> <p><input type="checkbox"/> Checking Account      <input type="checkbox"/> Savings Account</p> <p>_____ Percent (%) of paycheck amount to be deposited (if not completed percentage will be 100%)</p>	<p>_____ Bank Name</p> <p>_____ Account Number</p> <p>_____ Account Routing Number</p> <p><input type="checkbox"/> Checking Account      <input type="checkbox"/> Savings Account</p> <p>_____ Percent (%) of paycheck amount to be deposited (must be completed if depositing in to two accounts)</p>
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I hereby authorize The Fogarty Center d/b/a *OPTIONS* (here in after "Company") to deposit any amount owed to me for wages by initiation of credit entries to my account at the financial institution (hereinafter "Bank") handling my choice indicated above. Further, I authorize Bank to accept and credit any credit entries indicated by Company to my account. This authorization is to remain in full force and effect until Company receives written notice from me of its termination in such time and in such a manner as to afford a reasonable opportunity to act on it.

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Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

## **Payment Selection Agreement: Additional Information**

### **Information about Direct Deposit:**

*The Fogarty Center d/b/a OPTIONS* highly recommends direct deposit. There is no charge from *OPTIONS* to receive your pay via direct deposit. It can take up to 1-2 pay periods for *OPTIONS* to verify your bank information. This process is called a pre-note. In the meantime, you will receive a paper check until your account information is verified by *OPTIONS*.

If information is provided for only one account, then *OPTIONS* will deposit 100% of your paycheck into that account on payday. You can have your paycheck deposited into more than one account. Please be sure to specify the percentage of your paycheck amount to be deposited on the Pay Selection Agreement Form.

You can change your account information at any time. When you submit a change, the new information will override the existing account information in *OPTIONS* system. Please be aware that once an account change is submitted, *OPTIONS* will inactive your existing direct deposit information and issue a paper check until the new account information can be verified. This process may take 1-2 pay periods. In order to change your account information you will need to complete the Pay Selection Agreement Form with the new banking information.

If you select DD, in addition to this form, please include one of the following:

- **voided check,**
- **account information on bank letter head; including name, routing number, and account number**
- **a starter check with my name and addresses included**

### **Information about Paper Check:**

*The Fogarty Center d/b/a OPTIONS* makes every effort to get your paper check to you on payday. *OPTIONS* is not responsible for paper checks after it has been submitted to the United States Postal Service.

**If a paper check does not arrive in the mail after 5 business days from payday, please call *OPTIONS*.  
*OPTIONS* can issue a stop payment on the original check sent and re-issue a new one, by request.  
A stop payment fee will apply.**