

## 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 the reverse side for additional information.**

### Please complete all sections and Sign Bottom

Name \_\_\_\_\_ Date of Birth: \_\_\_\_/\_\_\_\_/\_\_\_\_

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

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

Email address (**MANDATORY**): \_\_\_\_\_

### Paycard

I choose to have my pay deposited on a paycard. The paycard will be sent to you upon hire.

### Direct Deposit Option

I choose to have my paycheck deposited directly into my account. Complete below for direct deposit.

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 the Bank to accept and credit any credit entries indicated by the Company to my account. This authorization is to remain in full force and effect until the 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.

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.

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 inactivate your existing direct deposit information and issue a paycard until the new account information can be verified. This process may take 1-2 pay periods. 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 or Starter Check – This must contain your Name, and current address.**
- **Letter or Form from your bank that includes account information on bank letter head, including name, routing number, and account number**

### **Information on Paycard**

1. Upon hire you will receive a temporary paycard from The Fogarty Center. You can pick up this card when ready or it will be mailed to you.
2. Download the MyDashCard App on your phone.