# Pay Selection Options for Employees

Below are the different ways employees have for getting paid through Acumen. Please read the information about each option and choose the one that is right for you. Paystubs will be sent to the email provided on the Authorization for Direct Deposit or Pay Card on the following page. You will need to provide additional information based on what you select. Please read the instructions below and return all the needed forms.

## Direct Deposit

With this choice, your paycheck will be deposited into your bank account on payday. There is no charge from Acumen to get your pay through direct deposit. You will receive an email with a link to Wells Fargo Secure Document Delivery (SDD) service, to access your pay stubs. You can have your paycheck deposited into one or two accounts. You may change your account information at any time. **Please note**: You have the option to deposit a flat dollar amount or a percentage amount of your check to the primary account. If you choose to have a flat dollar amount deposited into your primary account, you will need to provide a secondary account for the rest of the funds to be deposited. If you choose to have a percentage amount of your check deposited into two accounts, you must show the percent you want to be deposited to each. The percent total has to equal 100%. If no amounts are given, 100% will be deposited into the primary account. To enroll, fill out the information on the Authorization for Direct Deposit section of the form and return it, along with the additional requested items, to Acumen. You will receive paper checks by mail until your bank information is verified – usually within two pay periods.

# Pay Card

Pay cards – also called pre-paid debit cards – work just like a regular debit card, but are used only for payroll deposits. You will receive an email with a link to Wells Fargo Secure Delivery (SDD) service, to access your pay stubs. Pay cards are up to 80% less expensive to use than check cashing services. Acumen does not charge for this option, although the card provider may charge fees for certain transactions. To enroll, complete the Authorization for Pay Card section of the form and return it to Acumen. Money Network will send you an information kit. You will need to activate the card with Money Network and then contact Acumen with your account information. You will receive paper checks by mail until this process is complete. For a complete fee schedule, see <a href="https://docs.moneynetwork.com/moneynetwork/prepaid-fees.html">https://docs.moneynetwork.com/moneynetwork/prepaid-fees.html</a>.

Please return the completed form (page 2 of 2) to Acumen. You can send by email, fax, or mail:

Email: <u>Enrollment@acumen2.net</u> Fax: (855) 295 - 9076 Mail: 5416 E. Baseline Rd., Suite 200, Mesa, AZ 85206

Note: if you do not select one of the options, Acumen will send your pay check by regular mail. See the pay schedule for pay dates. We make every effort to get your check to you by payday; but it is impossible to guarantee the date that paper checks will arrive. Acumen is not responsible for any delays or mail sent to the wrong place after checks have been given to the U.S. Postal Service. If your paper check does not arrive within 5 business days of payday, you can call Acumen to do a stop payment and have a new check sent out. A handling fee of \$35.00 will be taken from the new check for each stop payment request. This fee may be waived by signing up for direct deposit or pay card. You will receive an email with a link to Wells Fargo Secure Document Delivery (SDD) service, to access your pay stubs.



## I choose to receive my pay by (please check one box below):

Check Direct Deposit Pay Card

### FOR DIRECT DEPOSIT

MUST include a voided check or bank letter for direct deposit. To avoid processing delays, please do not staple your voided check or bank letter to this form. For savings accounts, please send a printout from your bank that gives the routing number and account information. Send any changes to your account(s) right away!

Primary Account 1	Secondary Account 2 (Mandatory for Flat dollar option)		
Account Type:	Account Type:		
Checking (Include a voided check or bank letter)	Checking (Include a voided check or bank letter)		
Savings (Include routing & account information printout)	Savings (Include routing & account information printout)		
Flat Dollar Amount	Remainder account. (Used if percentage is less than 100% or net pay		
Percentage	exceeds the flat dollar amount listed for Primary Account 1)		
	Financial Institution Name		
Flat dollar amount or % of check to be deposited:			
Financial Institution Name	Financial Institution Address		
Financial Institution Address	Routing Number		
Routing Number	Account Number		
Account Number	All remaining funds exceeding Primary Account 1 allocations will be deposit		
	into this account.		

#### Is your name on the account(s) listed above? Set Is Yes In No

If "no," what is the name of on the account?

If "no," employee agrees to have their funds deposited into this account.

Employee Signature

#### AUTHORIZATION FOR DIRECT DEPOSIT, PAY CARD or PAPER CHECK

I hereby authorize Acumen Fiscal Agent, LLC (herein after "Company") to deposit any amount owed to me for wages and/or reimbursements 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. 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 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. If I selected Paper Check, I understand that Acumen will make every effort to ensure my check will arrive by payday; however, it is impossible to guarantee the date that my paper check does not arrive within 5 business days of payday, I can call Acumen to issue a stop payment and have a new check issued. I understand that if I request a stop payment, a processing for of \$35.00 will be deducted from my new check. If I require that this fee be waived, I must sign up for direct deposit. I understand that the Money Network pay card will have fees for transactions, and that I will be responsible for these fees if I choose this option. I understand that I may elect to have direct deposit to an existing pay card that is already in my name, as long as I provide supporting documentation to verify the routing & account number and name on the account. I understand that Acumen is not is not liable for any pay card fraudulent activity related to third party transactions. I understand that upon my request, Acumen may attempt a payment reversal. However if the reversal is not successful, I understand that Acumen is not responsible and I will need to work with my institution to rectify said payment.

Print Name	Social Security Number	Date of Birth	
Email Address for Paystub Delivery	Signature	Date	
Employee Street Address/City/State/Zip:		205	
Return completed form b	y email <u>enrollment@acumen2.net</u> , fax (855) 2	295 - 9076 or mail to	
54	16 E. Baseline Rd., Suite 200, Mesa, AZ 85206		