# 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. Acumen does not charge for this option, although the card provider (Money Network) fees for certain transactions. For а complete fee https://docs.moneynetwork.com/moneynetwork/prepaid-fees.html. Pay cards are up to 80% less expensive to use than check cashing services. Paystubs will be sent by email on payday. 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.

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

Email: Enrollment@acumen2.net

Fax: (855) 264 - 3289

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!

Account Type:

**Secondary Account 2** (Mandatory for Flat dollar option)

**Primary Account 1** 

Account Type:

<ul> <li>☐ Checking (Include a voided check or bank letter)</li> <li>☐ Savings (Include routing &amp; account information printout)</li> </ul>		<ul> <li>☐ Checking (Include a voided check or bank letter)</li> <li>☐ Savings (Include routing &amp; account information printout)</li> </ul>	
□ Flat Dollar Amount		☐ Remainder account. (Used if percentage is less than 100% or	
□ Percentage	net pay exceeds the flat dol	llar amount listed for Primary Account 1)	
Flat dollar amount or % of check to be deposited:	Financial Institution Name		
inancial Institution Name	Financial Institution Address	Financial Institution Address	
Financial Institution Address	Routing Number		
Routing Number	Account Number		
Account Number	All remaining funds exceed deposit into this account.	ling Primary Account 1 allocations will be	
Is your name on the account(s) listed above? ☐ If "no," what is the name of on the account?	Yes □ No		
If "no," employee agrees to have their funds deposite	d into this account		
	E	mployee Signature	
I hereby authorize Acumen Fiscal Agent, LLC (herein after "Co initiation of credit entries to my account at the financial institut Bank to accept and credit any credit entries indicated by Compaccount, I authorize Company to debit my account for an amou remain in full force and effect until Company receives written reasonable opportunity to act on it. If I selected Paper Check payday; however, it is impossible to guarantee the date that m mail after checks have been submitted to the U.S. Postal Serv Acumen to issue a stop payment and have a new check issue deducted from my new check. If I require that this fee be waived Network paycard will have fees for transactions, and that I will be have direct deposit to an existing paycard that is already in my number and name on the account. I understand that Acumen is I understand that upon my request, Acumen may attempt a pay is not responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible and I will need to work with my institution to responsible to the care in the first and the	tion (hereinafter "Bank") handling my pany to my account. In the event that Cont not to exceed the original amount of notice from me of its termination in suc, I understand that Acumen will make by paper check will arrive. Acumen is nice. If my paper check does not arrive d. I understand that if I request a stop d, I must sign up for either direct deposition of the provide supporting continuous not liable for any paycard fraudulyment reversal. However if the reversal	choice indicated above. Further, I authorize Company deposits funds erroneously into my the erroneous credit. This authorization is to ch time and in such a manner as to afford a every effort to ensure my check will arrive by not responsible for any delays or misdirected within 5 business days of payday, I can call payment, a processing for of \$35.00 will be it or a Pay Card. I understand that the Money e this option. I understand that I may elect to documentation to verify the routing & account ent activity related to third party transactions.	
Print Name	Social Security Number	Date of Birth	
Email Address for Paystub Delivery	Signature	Date	
Employee Street Address/City/State/7in:			