

# 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. Paystubs will be sent to you by email on payday. 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 may charge fees for certain transactions. 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](mailto:enrollment@acumen2.net)

Fax: (866) 496-4577

Mail: 5416 E Baseline Rd, Ste 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.



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

Check  Direct Deposit  Pay Card

FOR DIRECT DEPOSIT

Please attach a voided check for checking account(s). 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!

Table with 2 columns: Primary Account 1, Secondary Account 2 (Mandatory for Flat dollar option). Rows include Account Type (Checking, Savings, Flat Dollar Amount, Percentage), Financial Institution Name, Address, Routing Number, Account Number, and Flat dollar amount or % of check to be deposited.

Is your name on the account(s) listed above?  Yes  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 will arrive. Acumen is not responsible for any delays or misdirected mail after checks have been submitted to the U.S. Postal Service. If 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.

Print Name \_\_\_\_\_ Social Security Number \_\_\_\_\_ Date of Birth \_\_\_\_\_

Email Address for Paystub Delivery \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

Return completed form by email [enrollment@acumen2.net](mailto:enrollment@acumen2.net), fax (866) 496-4577 or mail to 5416 E Baseline Rd, Ste 200, Mesa, AZ 85206.