Acumen Fiscal Agent
Innovation • Opportunity • Freedom

Hawaii Acumen Pay Selection Options

Below are the options employees have for receiving their paychecks through Acumen. Please read the information about each option and select the one that is right for you. **You will need to provide additional information based on your selection; please read the instructions below and return all the necessary forms.**

Direct Deposit

With this option, your paycheck will be automatically deposited into your bank account on payday. There is no charge from Acumen to receive your pay via direct deposit. **You won't have to wait for the mail or make a trip to the bank. Paystubs will be sent to you by mail by payday**. You can have your paycheck deposited into one or two accounts, and you may change your account information at any time. Please note: if you choose to have your check deposited into two accounts, you must indicate the percentage or flat amount to be deposited to each. The percentage total must be 100%. If no amounts are indicated, 100% will be deposited into the primary account. To enroll, fill out the information on the Payment Authorization 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.

Paper Checks

If you do not select the direct deposit option, Acumen will send your paycheck via regular mail, according to the established pay schedule you have received. We make every effort to get your check to you by payday; however, it is impossible to guarantee the date that paper checks will arrive. **Acumen is not responsible for any delays or misdirected mail after checks have been submitted to the U.S. Postal Service**. If your paper check does not arrive within 5 business days of payday, you can call Acumen to issue a stop payment and have a new check issued. A processing fee of $35.00 will be deducted from the new check for each stop payment request. This fee may be waived by signing up for direct deposit.

Please return the completed form to your Acumen Client Services Agent with a voided check or bank letter, if applicable, to the following address:

1001 Bishop St., Ste. 990,
Honolulu, HI 96813

Note: if you do not select one of the options and return this form, Acumen will send your paycheck via regular mail, according to the established pay schedule you have received.

ACUMEN PAYMENT AUTHORIZATION FORM

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

Check ☐ Direct Deposit ☐

IF DIRECT DEPOSIT: Attach a voided check or bank letter from your bank that provides the routing number and account information. Submit any changes to your account(s) immediately!

Primary Account Account Type: ☐ **Checking** (attach a voided check or bank letter) ☐ **Savings** (attach bank letter)	**Secondary Account** (optional) Account Type: ☐ **Checking** (attach a voided check) ☐ **Savings** (attach routing & account information printout)
Financial Institution Name	Financial Institution Name
Financial Institution Address	Financial Institution Address
Routing Number	Routing Number
Account Number	Account Number
Amount of deposit: ☐ **Percentage** _____ ☐ **Flat dollar amount** _____	Amount of deposit: ☐ **Percentage** _____ ☐ **Flat dollar amount** _____

Are you the account holder for the account(s) listed above? ☐ Yes ☐ No

If "no," what is the name of the account holder? _____

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

Employee Signature

AUTHORIZATION FOR DIRECT DEPOSIT 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 Signature Date