



Public Partnerships Home Care LLC

17 Plaza Dr. Latham, NY 12110

Fax: 1-833-951-0828

Payment Method Form

Personal Assistant Name:

PPL ID:

(First name, Last name)

The purpose of this Payment Method Form (Form) is for you, the Personal Assistant (PA), to tell Public Partnerships LLC (PPL) how you want to be paid.

You can be paid in one of four ways:

- Through direct deposit to your bank account,
- Through a third-party money app, such as Venmo or Chime
- By an existing debit card that you already have, or
- By a new debit card that PPL will obtain for you.

IMPORTANT:

- PPL will pay you by paper check until your payment method is set up.
- This is because it takes one to two pay periods for a new payment method to become active.

If you need to update your bank account, or details about your third-party money app, you must submit a new Form.

Choose Your Method of Payment (Select one):

☐ **Direct deposit to a Bank Account or Third-Party Money App**

Account type (select one): ☐ Bank Checking Account ☐ Bank Savings Account

☐ Third-party money app

Bank or money app name: _____

Routing number: _____

Account number: _____

☐ **Direct Deposit to An Existing Debit Card**

Routing number: _____

Account number: _____

☐ **Deposit to New Debit Card:**

If you select a new debit card as your payment method, PPL must have a correct address on file for you. If you work for more than one consumer, all payments will be on one debit card.

Pay stub:

Your pay stub is available through:

- Mail,
- PPL@Home, or
- The PPL mobile app called Time4Care™

If you would like to receive your pay stub electronically, please check the below box.

☐ **I opt-out of receiving paper copies of my paystubs. I will access my pay stubs through PPL@Home or Time4Care™.**

Agree and sign:

By signing this form below, I confirm that:

- I have read all of this Payment Method Form.
- The details I have provided are accurate and complete.
- Based on my choices above, PPL will deposit my payment directly into my bank account, into a third-party money app, or onto a debit card.
- If I fail to give complete and accurate details on this Form:
 - My paychecks may be delayed, and
 - My paychecks may be deposited in error.
- If my paycheck is deposited in error:

- PPL will withdraw from my account the incorrect deposited amount.
- I understand that PPL cannot withdraw the money from my account if:
 - My account is closed, or
 - Does not have enough money in it.
- If my paycheck is deposited in error and PPL cannot withdraw the money from my account, PPL will withhold future payments owed to me until the incorrect deposited amounts are repaid.
- If I need to change my payment method or update my payment details, I will need to complete a new Form.

Personal Assistant Signature:

Date:

Personal Assistant Name (please print):
