



## Direct Deposit Update Form

**Employer Name:**

\_\_\_\_\_

(First name, Last name)

**Participant Name:**

**PPL ID:**

\_\_\_\_\_

(First name, Last name)

\_\_\_\_\_

**Employee Name:**

**PPL ID:**

\_\_\_\_\_

(First name, Last name)

\_\_\_\_\_

Please select how you want to be paid:

- Through Direct Deposit to your Bank Account,
- By Debit Card, or
- Third party money app.

You will be paid by paper check until payment method is set up. This is because it takes one to two pay periods for payment methods to become active. If you need to update your bank or third party money app details, you must submit a new form.

**If you work for multiple participants, you will need to submit this form for each participant.**

**Payment details (Choose Direct Deposit or Deposit to Debit Card):**

**Direct Deposit to 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: \_\_\_\_\_

**Deposit to Debit Card:**

If you select Debit Card as your payment method:

- You must provide Public Partnerships LLC (PPL) with an address where you live.
- If you work for more than one participant, all payments will be on one pay card.

**Pay stub:**

Your pay stub is available through:

- The PPL web portal, or
- The PPL mobile app.

Select the checkbox if you do not have access to the internet through a:

- Computer,
- Tablet, or
- Smart phone.

Please send my pay stub in the mail.

**Agree and sign:**

By signing this form below, I confirm that:

- I have read all of this Direct Deposit Update 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 or money app.
- If I fail to give complete and accurate details on this Form:
  - My direct deposit or money app payments may be delayed, and
  - My direct deposit or money app payments may be made in error.
- If my direct deposit or money app payment is made 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 that happens, PPL will withhold future payments owed to me until the incorrect deposited amounts are repaid.
- If I want to change my payment method, I will contact PPL Customer Service and provide both:
  - My account number, and
  - My bank's or money app's routing number.

**Employee Signature:**

**Date:**

\_\_\_\_\_

\_\_\_\_\_

**Employee Name (please print):**

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