



PERSONAL ASSISTANT ENROLLMENT

This form is the first step in the enrollment and onboarding process with Public Partnerships LLC (PPL). The details you provide on this form will be used for both employment and payment choices. Please complete this form.

Personal Assistant (PA) Name

First: **Middle:** **Last:**

Maiden or Previous Last:

PA Address (where you live)

Street (no PO Box): **Street 2 (APT., STE., etc.):**

City: **State:** **Zip Code:**

County: **Municipality:**

Select if address where you live is the same as mailing address
 If not, complete the Mailing Address section below.

Address: **Address 2 (APT., STE., etc.):**

City: **State:** **Zip Code:**

PA Personal Details

Date of Birth: **Social Security Number:** **Gender:** Male Female Prefer not to disclose

PA Contact Details

We need to have 2 ways of reaching you. Email is preferred.

Email:

Cell Phone: **Home or Other Phone:**

PPL can text me using the cell phone number above. Yes No
 I understand that carrier charges may apply.



Please select how you want to be paid: Direct Deposit to your Bank Account or by Debit Card. You will be paid by paper check until direct deposit is set up. It takes one to two pay periods for direct deposit to become active. If you need to update your bank account details, you must submit a Direct Deposit Update form.

Select this option if you would like all payments to be deposited in the same account for all Members you work for.

Payment Information

Direct Deposit to Bank Account

Account Type (select one): Checking Account Savings Account

Banking Institution Name:

Routing Number:

Account Number:

Deposit to Debit Card

If you select Debit Card as your payment method, you must provide PPL with an address where you live. If you work for more than one Member, all payments will be on one pay card.

Pay Stub

Your pay stub is available through the web portal or the mobile app. If you do not have access to the internet, then select the checkbox below.

Please send my pay stub in the mail.

Personal Assistant Directory Opt-In

If available, would you like to be added to a directory to help Members locate PAs in their area?

Yes, please list my name and basic contact details in a PA directory.

No, I would prefer not to be listed in a PA directory.

PPL Terms and Conditions

I understand and accept:

1. PPL is not my employer.
2. PPL will help my employer collect my personal details needed to complete the employment forms. PPL, as an FEA (Fiscal Employer Agent), will support my employer in processing their taxes and payroll tasks.
3. Information provided to PPL, on behalf of my employer, can/will be used to fill required forms for employment that are required under Federal/State and Self-Directed Services programs.
4. PPL will collect my account numbers only to process my payment on behalf of my employer.
5. PPL will process my payment only after my employer approves my service shift.
6. Through PPL I can select my preferred method of contact. PPL can contact me through phone calls, email, and regular mail with details provided by me.
7. If I want to find out other ways PPL might use my details, I can find it in PPL's Privacy Policy on their website.

Agree and Sign

The PA confirms:

- I have read all of this form.
- The details I have provided are accurate and complete.
- Any false statement on this form may result in my dismissal.
- This document is not a contract of between the PA, PPL, or the State.
- Employment depends on verifying my right to work in the US.
- PPL can deposit my payment directly into my bank account based on my choice above.
- If I fail to provide complete and accurate information on this form, processing may be delayed or made impossible, or my electronic payments may be erroneously made.
- PPL can withdraw from the designated account all amounts deposited electronically in error.
- If my account is closed, or does not have enough money to allow withdrawal, PPL can withhold any payment owed to me until the incorrect deposited amounts are repaid.
- If I want to cancel direct deposit, I will contact PPL customer service and provide both the account and routing number.

Personal Assistant Signature:

Date: