



# DIRECT DEPOSIT APPLICATION

Section 1

### CREATE/CHANGE PPL Direct Deposit Account or CLOSE Existing PPL Direct Deposit Account

Check the appropriate box below based on your request.

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> New Direct Deposit Set-up      | <input type="checkbox"/> Change Account Number | <input type="checkbox"/> Cancellation Request         |
| <input type="checkbox"/> New Pay Card/Debit Card Set-up | <input type="checkbox"/> Change Account Type   | <input type="checkbox"/> Change Financial Institution |

Section 2

### PAYEE INFORMATION

Disclosure of your Social Security Number (SSN) is voluntary pursuant to 42 USC 405c2C. PPC will use to file required information returns to IRS.

1. Social Security Number (SSN)

<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	-	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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2. Payee Name

3. Phone

4. Payee Address

5. City

6. State

7. Zip

Section 3

### AUTHORIZATION FOR SET-UP, CHANGE OR CANCELLATION

I authorize Public Partnerships, LLC (PPL) to process payments owed to me for services authorized by the Wyoming DDD self-direction program. Per my request, PPL will deposit my payment directly to my bank or pay card account indicated below using an Automated Clearing House (ACH) transaction. I recognize that 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.

I authorize PPL to withdraw from the designated account all amounts deposited electronically in error. If the designated account is closed or has an insufficient balance to allow withdrawal, then I authorize PPL to withhold any payment owed to me by PPL until the erroneous deposited amounts are repaid. If I decide to change or revoke this authorization, I recognize that I must forward such notice to PPL. The change or revocation is effective on the day PPL processes the request.

I certify that I have read and agree to comply with PPL rules governing payments and electronic transfers as they exist on the day of my signature on this form or as subsequently adopted, amended, or repealed.

I authorize PPL to stop making electronic transfers to my account without advance notice.

If I choose to have my payments deposited to a pay card or debit card, I accept all responsibility for all terms, conditions and/or fees that may be applicable to my chosen pay card/debit card.

I certify that I am authorized to contract for the entity receiving deposits per this agreement, and that all information provided is accurate.

8. Signature (Required)

9. Title

10. Date

Section 4

### ACCOUNT DETAIL INFORMATION

11. Financial Institution Name (My Bank or my Pay Card Bank's Name)

12. Bank Address

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	-	<input type="text"/>				
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13. Bank Routing Number

14. Account Type:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Checking	Savings	Pay Card/ Debit Card

<input type="text"/>															
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15. My Account Number

16. Bank City

17. Bank State

18. Bank Zip

Send with **VOIDED CHECK** or **ACCOUNT VERIFICATION** to:  
 PPL WY DDD, 6 Admirals Way, Chelsea, MA 02150  
 -or-  
 PPL WY DDD Administrative Fax: (877) 818-9787

Direct Deposit, also known as Electronic Funds Transmission (EFT), is the fastest and safest way to receive your paycheck from PPL on behalf of your employer. Your payment can be deposited directly into your **checking account**, **savings account**, or to a **pay card** of your choice. To sign up, review the steps below and complete the Direct Deposit application.

## 1. Meet Direct Deposit Requirements

- Complete the Direct Deposit Application.**
- Agree to immediately notify PPL in writing if you change your bank, account number, account type, ABA routing number, or contact information.** You may need to submit a new Direct Deposit Application form. Failure to comply with this may result in delay of payment.

## 2. Submit Direct Deposit Application to PPL

Once you have completed the Direct Deposit application, you must gather and submit account verification documents to PPL. This differs depending on where you want your funds to go:

- **Checking account:** Submit a voided check or a letter from your bank that states the checking account number where your funds should be deposited.
- **Savings account:** Submit a letter from your bank that states your savings account number where your funds should be deposited.
- **Pay card/debit card:** Submit documentation from the pay card's enrollment process or the pay card's financial entity that verifies the account and the routing numbers.

**NOTE:** *If you choose this option, please note that PPL does **not** support any particular pay card/debit card financial institution and is **not** responsible for any fees established by the financial institution. PPL recommends you review all pertaining to your pay card prior to enrolling and activating it.*

## 3. Await confirmation from PPL

Your Direct Deposit account will become active after PPL verifies your account number with your bank or pay card. The whole process will take 1 to 2 **pay cycles** from the time we receive your completed and signed application.

If there is a change in bank account information, your PPL payment account will be taken off Direct Deposit status until the new bank account information is verified. Verification may take a few weeks. You will receive paper checks in the interim period.

The Direct Deposit payment is sent on the check date (see Payroll Schedule) and should be in your bank account 24-48 hours afterwards. Please note that bank holidays may delay posting. After considering bank holidays, contact PPL if you don't receive your payment on time.

**That's it!** Once your Direct Deposit becomes active, you will receive a summary of your gross wages, tax withholding, etc. on a document called a "Remittance Advice" that is mailed to you. **Thank you for signing up – we hope you enjoy having faster access to your payments!**

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