

Resource Center for Independent Living (RCIL) Payroll Authorization Form

EMPLOYEE INFORMATION <i>(print and complete all fields)</i>			
First Name	Middle Name	Last Name	
Date of Birth (mm/dd/yyyy)	Department/Program		Last Four Social Security #
Mailing Address		New Address? <input type="checkbox"/> YES <input type="checkbox"/> NO	Apt # (if applicable)
City		State	Zip Code
Home Phone () -	Mobile Phone () -	Email Address	
Physical Address (Required if PO Box listed above)		Apt # (if applicable)	
City	State	Zip Code	

WAGE PAYMENT ELECTION

I hereby authorize RCIL to distribute my bi-weekly paycheck as follows (check your selection):

Direct deposit into my bank account

Direct deposit onto my preferred Debit Card

For each account you must attach the following documents:

Checking: Voided Check or a statement from your bank, on bank letterhead, containing your name and account information.

Savings: Savings Deposit Slip or a statement from your bank, on bank letterhead, containing your name and account information.

Debit Card: Electronic information regarding your account, including name and account information.

Routing Number:			
Account Number:			
Type of Account:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings	<input type="checkbox"/> Debit Card

Direct deposit onto the Wisely Pay by ADP card

This Wisely Pay card will be issued by RCIL's payroll service provider ADP. This card will be mailed to your mailing address listed above. **You will be required to immediately activate your card upon receipt.**

Direct deposit onto the Wisely Check by ADP *(ADP will mail you a card and checks)*

I understand that although I will be enrolled in the Wisely Program, I am not required to activate or use a Wisely Pay card to use the Wisely Check to receive my full net pay. Wisely Check will be the default payment method if no other wage payment method is selected above.

If I elect to use the Wisely Check, I understand that each payday I will need to make the check payable to myself for my full net pay, date the check, call to authenticate the check and write the authentication code on the check prior to being able to cash the Wisely Check.

Resource Center for Independent Living (RCIL) Payroll Authorization Form

CONSENT TO DEPOSIT WAGES

Employee Signature:

Date:

EMPLOYEE SELF SERVICE

Through our ADP Workforce Now Self Service, your pay statements and W2's will be available to you day and night without paper statements. You will be able to view, and if desired, print your own statements, update your address, phone number, email, change your direct deposit, and change Federal or State tax information as needed.

<http://workforcenow.adp.com>

GO GREEN TODAY! 

Return this completed authorization form via email to hr@rcil.com, fax: 315-272-2954, or mail to RCIL Attn: HR Department, PO Box 210, Utica, NY 13503.