



Direct Deposit Authorization Payment Election and Consent Form

What is direct deposit?

- Direct deposit is the electronic transfer of a payment or adjustment from Pratt Institute to your checking, savings or Aline Card accounts.

May I split my check between accounts?

- You may have your pay deposited into up to five personal accounts. You can have two checking and two savings accounts deposited into a banking institution of your choice or the ALINE Card by ADP.

Who can participate?

- Payroll direct deposits are available to all Pratt Institute employees.

What are the benefits of this program?

- Your pay is deposited on time and you have access to your funds even if you're out-of-town.
- It provides protection from lost, stolen, or forged paychecks.

EMPLOYEE INFORMATION *(print and complete all fields)*

First Name		Middle Initial	Last Name	
Date of Birth (mm/dd/yyyy) ____ / ____ / ____		Social Security Number ____ - ____ - ____		Pratt Employee ID
Residential Address <i>(PO Box is not allowed.)</i>				Apt # (if applicable)
City			State	Zip Code
Home Phone () -	Mobile Phone () -		Email Address	

***Please notify Payroll and Human Resources in writing two weeks prior to closing any accounts associated with direct deposit.**

WAGE PAYMENT ELECTION

Direct Deposit *(indicate amount of partial deposit to each account type and provide account number)*

Direct Deposit #1 \$ _____

- Full Deposit Partial Deposit
 Checking Savings

Bank
Routing # _____

Account # _____

Direct Deposit #2 \$ _____

- Partial Deposit
 Checking Savings

Bank
Routing # _____

Account # _____

Direct Deposit #3 \$ _____

- Partial Deposit
 Checking Savings

Bank
Routing # _____

Account # _____

**** Attach a voided check or a letter from your bank with the ABA (transit routing number) and account number.**

ALINE Card *(indicate amount of deposit)* [NOTE: If you do not indicate the ALINE Card as your wage payment election, and you later choose to sign up for the ALINE Card, you will need to complete and sign a new Direct Deposit Authorization Payment Election and Consent form. Your consent is required to activate the ALINE Card.]

You must check one box:

Full Deposit: I want to receive 100% of my full net pay on my ALINE Card every payday

Partial Deposit: I want to receive \$ _____ of my full net pay on my ALINE Card every payday

I confirm my authorization to be paid through the ALINE Card is fully voluntary. I acknowledge I have received and read the ALINE Card Fee Schedule, Cardholder Agreement, and Privacy Notice. I understand that in order to use the ALINE Card, I will need to accept and agree to the Cardholder Agreement and to pay the fees as indicated on the Fee Schedule by activating my ALINE Card. By electing ALINE Card as my wage payment choice, I am consenting to provide my personal information to ADP to enroll in and request an ALINE Card. **IMPORTANT INFORMATION ABOUT APPLYING FOR A NEW PREPAID CARD ACCOUNT** - To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means for you: When you open a Prepaid Card account, ADP may require your name, address, date of birth, Social Security number, tax identification number and other information that will allow ADP to identify you. ADP may also ask to see your driver's license or other identifying documents. You will not be subject to a credit check.

ALINE Check

Please check box below:

- I am willing to complete the ALINE Check on my own if my Aline Card is lost or Stolen. I understand that 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 ALINE Check. (Please refer to the ALINE Check for more information on completing the ALINE Check.) You will have to retrieve this information from ADP iPay Statements.

CONSENT TO DEPOSIT WAGES

I authorize Pratt Institute (or its payroll service provider) to initiate credit entries each pay date to deposit my pay (either net or a portion thereof) into the checking, savings or ALINE Card account selected in this election and consent (the "Account"). If funds to which I am not entitled are deposited to my Account, I authorize Pratt Institute (or its payroll service provider), to initiate any action to reverse or correct an erroneous credit entry to my Account and to direct the bank to return said funds to my employer (either directly or through its payroll service provider), to the extent permitted by applicable law. I will review my pay statement to ensure that my wages are being deposited correctly into my Account each payroll period. I understand that I can change my election at any time by contacting my employer and that this authorization replaces any previous authorizations and will remain in full force and effect until my employer (or its payroll service provider) has received written notification from me of its termination and my employer (or its payroll service provider) and the bank has had a reasonable opportunity to act on said termination.

CONSENT TO ELECTRONIC PAY STATEMENTS

I agree to receive and access all of my pay statements on or before each regular pay day electronically on the myALINE Website, a secure website, rather than receiving a paper statement, until I withdraw my consent. I understand that I may retain a copy of the pay statement by saving it to my computer or by printing a hard copy of it. I understand that I should not save my statement to a public computer as others may see my statement. (Note: Your statements will remain on the secure website for 3 years. If you want to retain a copy for a longer period, you must either print a copy or save an electronic copy.)

I understand that I may withdraw this authorization at any time. I acknowledge that the mere request for a paper pay statement will not be considered withdrawal of my consent. I understand this consent applies to pay statements furnished every pay period until my consent is withdrawn. (Note: The withdrawal of your consent will not be effective and you will not start receiving paper statements for 1 or 2 additional payroll cycles.)

Employee Signature

Date