



Use this form to enroll or change the direct deposit of your pay into a checking account, savings account or into the ADP TotalPay Program. You may have up to 5 separate distributions. If you desire, one of these 5 distributions can be the ADP TotalPay Program. Please complete this form and forward to the Payroll department with a voided check (for checking account) or (a document from your banking institution for savings account.)

PLEASE ENSURE ALL INFORMATION IS COMPLETE. INCOMPLETE FORMS CANNOT BE PROCESSED

Please check the boxes that apply:

- Direct Deposit - Complete section #1 - Direct Deposit Enrollment, and #2 - Distributions (attach a voided check for any checking account or a document from your banking institution for savings account).
ADP TotalPay - Complete section #3 - ADP TotalPay Program Enrollment
Both Direct Deposit and ADP TotalPay - Complete section #1 - Direct Deposit Enrollment, Section #2 - Distributions (see instructions above), Section #3 - ADP TotalPay Program Enrollment. For ADP TotalPay Distribution, you will need to complete one of the Direct Deposit areas in Section #2. Enter ADP TotalPay in the Financial Institution Name area. Payroll will enter the Transit/ABA Number and Account Number.

Employee ID#, Last Name, First Name, Middle Initial, Work or home E-mail Address, Work or home Phone

Section #1 - Direct Deposit Enrollment

Note: Select "Balance" for the account you wish to have all or the remaining portion of your check deposited. If electing direct deposit, employees cannot receive a partial paycheck. Direct deposit distribution cannot exceed five separate distributions. A priority is assigned to each distribution. In case of insufficient funds, the priority would determine which account would be distributed to first. If the distribution is by percentage, the total percentage must equal 100% if multiple distributions are elected.

I authorize Oakwood and the financial institutions listed in Section #2 to deposit my pay automatically into the accounts listed in Section #2 each pay period. Withdrawal entries to correct errors are also authorized. This authority will remain in effect until I have canceled it in writing. This authority supercedes all prior orders that may have been in effect.

I understand that I am required to notify the Payroll department in writing if I wish to change or cancel my direct deposit. This notification MUST be done a week before the scheduled pay date: notifications after this timeframe may not be processed until the following pay date.

I further understand that if my pay is sent to my bank as a result of my late request to change or cancel direct deposit, Oakwood will NOT issue a replacement payment until those funds are CONFIRMED returned to the company.

I attest that the direct deposit is not being forwarded to a bank in another country\*. If I establish a direct deposit to a bank in another country, I will inform my employer immediately. \* This testament is being made as required by the Federal Office of Foreign Asset Control in support of U.S.C. title 50, War & National Defense.

Will the direct deposit pursuant to this authorization be forwarded across the U.S. border to a foreign bank or financial institution through the ACH network on the same day that it is deposited into your account?

NO YES (If yes, fill out the Foreign Financial Institution information below).

Foreign Financial Institution name:

Foreign Financial Institution ID#:

Foreign Financial Institution Completed address/Province/Country:

If you experience any type of fraud/lost information and need to cancel/change your accounts, please notify Payroll as soon as possible.

Employee Signature

Date

Section #2 - Distributions

Direct Deposit Account - Priority 1

Form for Direct Deposit Account - Priority 1 with fields for Effective Date, Financial Institution Name, Transit/ABA Number, Deposit Type, and checkboxes for Add, Change, Cancel, Checking, Savings.

Direct Deposit Account - Priority 2

Form for Direct Deposit Account - Priority 2 with fields for Effective Date, Financial Institution Name, Transit/ABA Number, Deposit Type, and checkboxes for Add, Change, Cancel, Checking, Savings.

<b>Direct Deposit Account - Priority 3</b>	
Effective Date	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Cancel
Financial Institution Name	Financial Institution Address
Transit/ABA Number	Account Number
Deposit Type <input type="checkbox"/> Amount <input type="checkbox"/> Percentage <input type="checkbox"/> Balance	% Net Pay/Amount <input type="checkbox"/> Checking <input type="checkbox"/> Savings

<b>Direct Deposit Account - Priority 4</b>	
Effective Date	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Cancel
Financial Institution Name	Financial Institution Address
Transit/ABA Number	Account Number
Deposit Type <input type="checkbox"/> Amount <input type="checkbox"/> Percentage <input type="checkbox"/> Balance	% Net Pay/Amount <input type="checkbox"/> Checking <input type="checkbox"/> Savings

<b>Direct Deposit Account - Priority 5</b>	
Effective Date	<input type="checkbox"/> Add <input type="checkbox"/> Change <input type="checkbox"/> Cancel
Financial Institution Name	Financial Institution Address
Transit/ABA Number	Account Number
Deposit Type <input type="checkbox"/> Amount <input type="checkbox"/> Percentage <input type="checkbox"/> Balance	% Net Pay/Amount <input type="checkbox"/> Checking <input type="checkbox"/> Savings

<b>Employee ID#</b>	<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
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**Section #3 - ADP TotalPay Program Enrollment**

**Money Network Check.** The Money Network Check is a self-issued paycheck that can be completed each payday morning. There is no waiting to pick up your check. It is completed by phone or online wherever you may be. The Money Network Check can be deposited to a personal bank account or cashed for free at Money Network check cashing partners.

*As an added convenience, you have the option to use the ADP TotalPay Card that is included with this program.*

**ADP TotalPay Card.** The ADP TotalPay card provides a dependable, safe and very convenient way to receive your pay. You can get your pay through ATM withdrawals, make purchases at stores, and get cash back with those purchases, or even transfer money to a personal or joint checking account. You can hear your balance for free at anytime by calling the toll-free number on your ADP TotalPay card. Your pay will be available on payday morning, no matter where you are, and you can access funds on payday morning. Every employee is eligible for the ADP TotalPay card. There is no application and no approval process. There is no monthly service charge for the card as long as Oakwood Healthcare, Inc. employs you. Many card transactions are free, but there are fees for some transactions. Money Network Checks can also be used with your ADP TotalPay account. All of the transaction fees are listed in your Welcome Kit along with the terms and conditions.

**Free Transactions**

- ATM Withdrawal in Allpoint Network
- Balance Inquiry via Telephone Interactive Voice Recognition (IVR)
- Signature POS Purchase
- Visa Bank Counter Cash Advance
- Money Network Check Purchase
- ACH Hometown Bank Transfer

**Transactions With a Fee**

Out of Allpoint Network ATM Withdrawals/Other ATM Transactions .....	\$1.75
International ATM Transaction .....	\$2.50
PIN POS Transactions .....	\$0.25
Paper Statement (via mail) upon request.....	\$2.95
Lost/Stolen Replacement .....	\$6.00
Operator Assisted Balance and Deposit Inquiries.....	\$1.00
Operator Assisted Account Research (per hour).....	\$10.00
Operator Assisted Purchase/Validation of a Money Network Check .....	\$1.00
Operator Assisted Cancel a Money Network Check.....	\$1.00

When Payroll receives the signed form, a Welcome Kit will be sent to your home. When you receive your Welcome Kit, please call the customer service number on the back of your ADP TotalPay card to activate your account. You can view your pay information online at [www.oakwood.org/payroll](http://www.oakwood.org/payroll).

ADP TotalPay Accounts require a physical address. I understand that if I enroll and have a PO Box as my address, my ADP TotalPay Account may be put on temporary hold until a physical address is provided to First Data. The PO Box can be on the account as an alternate address for mailing purposes.

I authorize my employer (Oakwood Healthcare, Inc.), to initiate credit entries (and if necessary any debit entries to correct an erroneous credit entry) related to the distribution of my payroll through Oakwood Healthcare, Inc. or the Money Network Service, such authorization remains in effect until Oakwood Healthcare, Inc. has received written notification of its termination in such time and manner as to afford Oakwood Healthcare, Inc. and Money Network Service providers a reasonable opportunity to act on it.

_____	_____
<b>Employee Signature</b>	<b>Date</b>

**Payroll Use Only:**

Mail Welcome Kit	Verification
Date Representative	Date Senior
PS Data Entry	CMS Data Entry
Date Representative	Date Senior
Verify PS Entry	
Date Representative	