

**HARRIS COUNTY AREA AGENCY ON AGING – VETERAN DIRECTED CARE PROGRAM VETERAN PAPERWORK CHECKLIST**

| DOCUMENT NAME  | REQUIRED/OPTIONAL |
|--|-------------------|
| Employer of Record Form  | Required          |
| <b>Form SS-4:</b> Application for Employer Identification Number | Required          |
| <b>Form 2678:</b> Employer/Payer Appointment of Agent            | Required          |
| <b>Form 8821:</b> Tax Information Authorization                  | Required          |
| <b>Form C-42:</b> Written Authorization                          | Required          |
| Direct Deposit Agreement Form                                    | Optional          |

**NOTE:**

Please ensure all **REQUIRED** documents are filled out accurately before submitting them for processing.



## EMPLOYER OF RECORD FORM

**Instructions:** Please fill out any information in Sections 1 and 2, where applicable. Veterans are required to sign and date at the bottom of the form. If a Veteran has an Employer of Record, the EOR must also sign and date the form. Please submit the completed form to **Premier Financial Management Services (PFMS)** via one of the following options below:

**Mail:**  
10425 W North Ave.  
Suite 345  
Milwaukee, WI 53226

**Phone:**  
1-855-387-1377

**Email:**  
VAHouston@premier-fms.com

**Fax:**  
1-855-463-2793

### VETERAN'S INFORMATION

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Social Security Number: \_\_\_\_\_

### EMPLOYER OF RECORD'S INFORMATION (If applicable)

First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_ Last Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_ Social Security Number: \_\_\_\_\_

By signing below, you certify that the information on this form is accurate and that you have all supporting documentation that may be needed to verify your selection.

Veteran Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Employer of Record Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

# Application for Employer Identification Number

(For use by employers, corporations, partnerships, trusts, estates, churches, government agencies, Indian tribal entities, certain individuals, and others.)

See separate instructions for each line. Keep a copy for your records.

Go to [www.irs.gov/FormSS4](http://www.irs.gov/FormSS4) for instructions and the latest information.

EIN

|  |   |  |
|--|---|--|
| <b>Type or print clearly.</b>  | <b>1</b> Legal name of entity (or individual) for whom the EIN is being requested   |  |
|  | <b>2</b> Trade name of business (if different from name on line 1)  | <b>3</b> Executor, administrator, trustee, "care of" name          |
|  | <b>4a</b> Mailing address (room, apt., suite no. and street, or P.O. box)   | <b>5a</b> Street address (if different) (Don't enter a P.O. box.)  |
|  | <b>4b</b> City, state, and ZIP code (if foreign, see instructions)  | <b>5b</b> City, state, and ZIP code (if foreign, see instructions) |
|  | <b>6</b> County and state where principal business is located   |  |
|  | <b>7a</b> Name of responsible party   | <b>7b</b> SSN, ITIN, or EIN  |
| <b>8a</b> Is this application for a limited liability company (LLC) (or a foreign equivalent)? <input type="checkbox"/> Yes <input type="checkbox"/> No  | <b>8b</b> If 8a is "Yes," enter the number of LLC members   |  |
| <b>8c</b> If 8a is "Yes," was the LLC organized in the United States? <input type="checkbox"/> Yes <input type="checkbox"/> No   |   |  |
| <b>9a</b> <b>Type of entity</b> (check only one box). <b>Caution:</b> If 8a is "Yes," see the instructions for the correct box to check.   |   |  |
| <input type="checkbox"/> Sole proprietor (SSN) _____ <input type="checkbox"/> Estate (SSN of decedent) _____<br><input type="checkbox"/> Partnership _____ <input type="checkbox"/> Plan administrator (TIN) _____<br><input type="checkbox"/> Corporation (enter form number to be filed) _____ <input type="checkbox"/> Trust (TIN of grantor) _____<br><input type="checkbox"/> Personal service corporation _____ <input type="checkbox"/> Military/National Guard <input type="checkbox"/> State/local government _____<br><input type="checkbox"/> Church or church-controlled organization _____ <input type="checkbox"/> Farmers' cooperative <input type="checkbox"/> Federal government _____<br><input type="checkbox"/> Other nonprofit organization (specify) _____ <input type="checkbox"/> REMIC <input type="checkbox"/> Indian tribal governments/enterprises _____<br><input type="checkbox"/> Other (specify) _____ Group Exemption Number (GEN) if any _____ |   |  |
| <b>9b</b> If a corporation, name the state or foreign country (if applicable) where incorporated   | State   | Foreign country  |
| <b>10</b> <b>Reason for applying</b> (check only one box)  |   |  |
| <input type="checkbox"/> Started new business (specify type) _____ <input type="checkbox"/> Banking purpose (specify purpose) _____<br><input type="checkbox"/> Hired employees (Check the box and see line 13.) <input type="checkbox"/> Changed type of organization (specify new type) _____<br><input type="checkbox"/> Compliance with IRS withholding regulations <input type="checkbox"/> Purchased going business _____<br><input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Created a trust (specify type) _____<br><input type="checkbox"/> _____ <input type="checkbox"/> Created a pension plan (specify type) _____   |   |  |
| <b>11</b> Date business started or acquired (month, day, year). See instructions.  | <b>12</b> Closing month of accounting year  |  |
| <b>13</b> Highest number of employees expected in the next 12 months (enter -0- if none).  | <b>14</b> Reserved for future use   |  |
|  |   |  |
| <b>15</b> First date wages or annuities were paid (month, day, year). <b>Note:</b> If applicant is a withholding agent, enter date income will first be paid to nonresident alien (month, day, year)   |   |  |
| <b>16</b> Check <b>one</b> box that best describes the principal activity of your business.  |   |  |
| <input type="checkbox"/> Construction <input type="checkbox"/> Rental & leasing <input type="checkbox"/> Transportation & warehousing <input type="checkbox"/> Health care & social assistance <input type="checkbox"/> Wholesale-agent/broker<br><input type="checkbox"/> Real estate <input type="checkbox"/> Manufacturing <input type="checkbox"/> Finance & insurance <input type="checkbox"/> Accommodation & food service <input type="checkbox"/> Wholesale-other <input type="checkbox"/> Retail<br><input type="checkbox"/> _____ <input type="checkbox"/> Other (specify) _____   |   |  |
| <b>17</b> Indicate principal line of merchandise sold, specific construction work done, products produced, or services provided.   |   |  |
| <b>18</b> Has the applicant entity shown on line 1 ever applied for and received an EIN? <input type="checkbox"/> Yes <input type="checkbox"/> No  |   |  |
| If "Yes," write previous EIN here  |   |  |
| <b>Third Party Designee</b>  | Complete this section <b>only</b> if you want to authorize the named individual to receive the entity's EIN and answer questions about the completion of this form. |  |
|  | Designee's name   | Designee's telephone number (include area code)                    |
|  | Address and ZIP code  | Designee's fax number (include area code)                          |
| Under penalties of perjury, I declare that I have examined this application, and to the best of my knowledge and belief, it is true, correct, and complete.  |   | Applicant's telephone number (include area code)                   |
| Name and title (type or print clearly)   |   | Applicant's fax number (include area code)                         |
| Signature  | Date  |  |

## Do I Need an EIN?

File Form SS-4 if the applicant entity doesn't already have an EIN but is required to show an EIN on any return, statement, or other document.<sup>1</sup> See also the separate instructions for each line on Form SS-4.

| IF the applicant...  | AND...   | THEN...  |
|--|--|--|
| started a new business   | doesn't currently have (nor expect to have) employees  | complete lines 1, 2, 4a-8a, 8b-c (if applicable), 9a, 9b (if applicable), 10-13, and 16-18.                          |
| hired (or will hire) employees, including household employees  | doesn't already have an EIN  | complete lines 1, 2, 4a-6, 7a-b, 8a, 8b-c (if applicable), 9a, 9b (if applicable), and 10-18.                        |
| opened a bank account  | needs an EIN for banking purposes only   | complete lines 1-5b, 7a-b, 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.                             |
| changed type of organization   | either the legal character of the organization or its ownership changed (for example, you incorporate a sole proprietorship or form a partnership) <sup>2</sup>  | complete lines 1-18 (as applicable).   |
| purchased a going business <sup>3</sup>  | doesn't already have an EIN  | complete lines 1-18 (as applicable).   |
| created a trust  | the trust is other than a grantor trust or an IRA trust <sup>4</sup>   | complete lines 1-18 (as applicable).   |
| created a pension plan as a plan administrator <sup>5</sup>  | needs an EIN for reporting purposes  | complete lines 1, 3, 4a-5b, 7a-b, 9a, 10, and 18.  |
| is a foreign person needing an EIN to comply with IRS withholding regulations  | needs an EIN to complete a Form W-8 (other than Form W-8ECI), avoid withholding on portfolio assets, or claim tax treaty benefits <sup>6</sup>   | complete lines 1-5b, 7a-b (SSN or ITIN as applicable), 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18. |
| is administering an estate   | needs an EIN to report estate income on Form 1041  | complete lines 1-7b, 9a, 10-12, 13-17 (if applicable), and 18.   |
| is a withholding agent for taxes on nonwage income paid to an alien (that is, individual, corporation, or partnership, etc.) | is an agent, broker, fiduciary, manager, tenant, or spouse who is required to file Form 1042, Annual Withholding Tax Return for U.S. Source Income of Foreign Persons  | complete lines 1, 2, 3 (if applicable), 4a-5b, 7a-b, 8a, 8b-c (if applicable), 9a, 9b (if applicable), 10, and 18.   |
| is a state or local agency   | serves as a tax reporting agent for public assistance recipients under Rev. Proc. 80-4, 1980-1 C.B. 581 <sup>7</sup>   | complete lines 1, 2, 4a-5b, 7a-b, 9a, 10, and 18.  |
| is a single-member LLC (or similar single-member entity)   | needs an EIN to file Form 8832, Entity Classification Election, for filing employment tax returns and excise tax returns, or for state reporting purposes <sup>8</sup> , or is a foreign-owned U.S. disregarded entity and needs an EIN to file Form 5472, Information Return of a 25% Foreign-Owned U.S. Corporation or a Foreign Corporation Engaged in a U.S. Trade or Business | complete lines 1-18 (as applicable).   |
| is an S corporation  | needs an EIN to file Form 2553, Election by a Small Business Corporation <sup>9</sup>  | complete lines 1-18 (as applicable).   |

<sup>1</sup> For example, a sole proprietorship or self-employed farmer who establishes a qualified retirement plan, or is required to file excise, employment, alcohol, tobacco, or firearms returns, must have an EIN. A partnership, corporation, REMIC (real estate mortgage investment conduit), nonprofit organization (church, club, etc.), or farmers' cooperative must use an EIN for any tax-related purpose even if the entity doesn't have employees.

<sup>2</sup> However, don't apply for a new EIN if the existing entity only (a) changed its business name, (b) elected on Form 8832 to change the way it is taxed (or is covered by the default rules), or (c) terminated its partnership status because at least 50% of the total interests in partnership capital and profits were sold or exchanged within a 12-month period. The EIN of the terminated partnership should continue to be used. See Regulations section 301.6109-1(d)(2)(iii).

<sup>3</sup> Don't use the EIN of the prior business unless you became the "owner" of a corporation by acquiring its stock.

<sup>4</sup> However, grantor trusts that don't file using Optional Method 1 and IRA trusts that are required to file Form 990-T, Exempt Organization Business Income Tax Return, must have an EIN. For more information on grantor trusts, see the Instructions for Form 1041.

<sup>5</sup> A plan administrator is the person or group of persons specified as the administrator by the instrument under which the plan is operated.

<sup>6</sup> Entities applying to be a Qualified Intermediary (QI) need a QI-EIN even if they already have an EIN. See Rev. Proc. 2000-12.

<sup>7</sup> See also *Household employer agent* in the instructions. **Note:** State or local agencies may need an EIN for other reasons, for example, hired employees.

<sup>8</sup> See *Disregarded entities* in the instructions for details on completing Form SS-4 for an LLC.

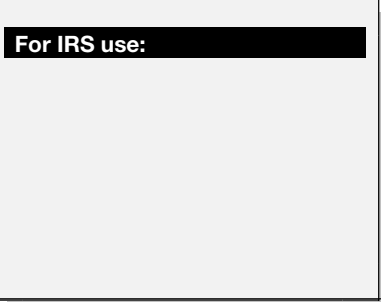
<sup>9</sup> An existing corporation that is electing or revoking S corporation status should use its previously assigned EIN.

Form **2678 Employer/Payer Appointment of Agent**

(Rev. August 2014) Department of the Treasury — Internal Revenue Service

OMB No. 1545-0748

**Use this form if you want to request approval to have an agent file returns and make deposits or payments of employment or other withholding taxes or if you want to revoke an existing appointment.**



- If you are an employer or payer who wants to request approval, complete Parts 1 and 2 and sign Part 2. Then give it to the agent. Have the agent complete Part 3 and sign it.

**Note.** This appointment is not effective until we approve your request. See the instructions for filing Form 2678 on page 3.

- If you are an employer, payer, or agent who wants to revoke an existing appointment, complete all three parts. In this case, only one signature is required.

**Part 1: Why you are filing this form...**

(Check one)

- You want to **appoint** an agent for tax reporting, depositing, and paying.
- You want to **revoke** an existing appointment.

**Part 2: Employer or Payer Information: Complete this part if you want to appoint an agent or revoke an appointment.**

**1 Employer identification number (EIN)**   -

**2 Employer's or payer's name**  
(not your trade name)

**3 Trade name** (if any)

**4 Address**

Number Street Suite or room number  
     
 City State ZIP code  
    
 Foreign country name Foreign province/county Foreign postal code

**5 Forms for which you want to appoint an agent or revoke the agent's appointment to file.** (Check all that apply.)

|  | For ALL employees/<br>payees/payments | For SOME employees/<br>payees/payments |
|--|---------------------------------------|--|
| Form 940, 940-PR (Employer's Annual Federal Unemployment (FUTA) Tax Return)*       | <input type="checkbox"/>              | <input type="checkbox"/>               |
| Form 941, 941-PR, 941-SS (Employer's QUARTERLY Federal Tax Return)                 | <input type="checkbox"/>              | <input type="checkbox"/>               |
| Form 943, 943-PR (Employer's Annual Federal Tax Return for Agricultural Employees) | <input type="checkbox"/>              | <input type="checkbox"/>               |
| Form 944, 944(SP) (Employer's ANNUAL Federal Tax Return)                           | <input type="checkbox"/>              | <input type="checkbox"/>               |
| Form 945 (Annual Return of Withheld Federal Income Tax)                            | <input type="checkbox"/>              | <input type="checkbox"/>               |
| Form CT-1 (Employer's Annual Railroad Retirement Tax Return)                       | <input type="checkbox"/>              | <input type="checkbox"/>               |
| Form CT-2 (Employee Representative's Quarterly Railroad Tax Return)                | <input type="checkbox"/>              | <input type="checkbox"/>               |

\*Generally you cannot appoint an agent to report, deposit, and pay tax reported on Form 940, Employer's Annual Federal Unemployment (FUTA) Tax Return, unless you are a home care service recipient.

- Check here if you are a home care service recipient, and you want to appoint the agent to report, deposit, and pay FUTA tax for you. See the instructions.

I am authorizing the IRS to disclose otherwise confidential tax information to the agent relating to the authority granted under this appointment, including disclosures required to process Form 2678. The agent may contract with a third party, such as a reporting agent or certified public accountant, to prepare or file the returns covered by this appointment, or to make any required deposits and payments. Such contract may authorize the IRS to disclose confidential tax information of the employer/payer and agent to such third party. If a third party fails to file the returns or make the deposits and payments, the agent and employer/payer remain liable.

**X Sign your name here**

Print your name here

Print your title here

Date  /  /

Best daytime phone

**Now give this form to the agent to complete.** ➔

## Tax Information Authorization

▶ Go to [www.irs.gov/Form8821](http://www.irs.gov/Form8821) for instructions and the latest information.  
 ▶ Don't sign this form unless all applicable lines have been completed.  
 ▶ Don't use Form 8821 to request copies of your tax returns or to authorize someone to represent you. See instructions.

|                    |
|--------------------|
| OMB No. 1545-1165  |
| For IRS Use Only   |
| Received by: _____ |
| Name _____         |
| Telephone _____    |
| Function _____     |
| Date _____         |

**1 Taxpayer information.** Taxpayer must sign and date this form on line 6.

|                           |                                   |
|---------------------------|-----------------------------------|
| Taxpayer name and address | Taxpayer identification number(s) |
|                           | Daytime telephone number          |
|                           | Plan number (if applicable)       |

**2 Designee(s).** If you wish to name more than two designees, attach a list to this form. **Check here if a list of additional designees is attached** ▶

|  |  |
|--|--|
| Name and address   | CAF No. _____<br>PTIN _____<br>Telephone No. _____<br>Fax No. _____  |
| <b>Check if to be sent copies of notices and communications</b> <input type="checkbox"/> | Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/> |

|  |  |
|--|--|
| Name and address   | CAF No. _____<br>PTIN _____<br>Telephone No. _____<br>Fax No. _____  |
| <b>Check if to be sent copies of notices and communications</b> <input type="checkbox"/> | Check if new: Address <input type="checkbox"/> Telephone No. <input type="checkbox"/> Fax No. <input type="checkbox"/> |

**3 Tax information.** Each designee is authorized to inspect and/or receive confidential tax information for the type of tax, forms, periods, and specific matters you list below. See the line 3 instructions.

By checking here, I authorize access to my IRS records via an Intermediate Service Provider.

| (a)<br>Type of Tax Information (Income, Employment, Payroll, Excise, Estate, Gift, Civil Penalty, Sec. 4980H Payments, etc.) | (b)<br>Tax Form Number (1040, 941, 720, etc.) | (c)<br>Year(s) or Period(s) | (d)<br>Specific Tax Matters |
|--|---|-----------------------------|-----------------------------|
|  |   |                             |                             |
|  |   |                             |                             |
|  |   |                             |                             |
|  |   |                             |                             |

**4 Specific use not recorded on the Centralized Authorization File (CAF).** If the tax information authorization is for a specific use not recorded on CAF, check this box. See the instructions. If you check this box, skip line 5 . . . . . ▶

**5 Retention/revocation of prior tax information authorizations.** If the line 4 box is checked, skip this line. If the line 4 box isn't checked, the IRS will automatically revoke all prior tax information authorizations on file unless you check the line 5 box and **attach a copy** of the tax information authorization(s) that you want to retain . . . . . ▶   
 To revoke a prior tax information authorization(s) without submitting a new authorization, see the line 5 instructions.

**6 Taxpayer signature.** If signed by a corporate officer, partner, guardian, partnership representative (or designated individual, if applicable), executor, receiver, administrator, trustee, or individual other than the taxpayer, I certify that I have the legal authority to execute this form with respect to the tax matters and tax periods shown on line 3 above.

▶ IF NOT COMPLETED, SIGNED, AND DATED, THIS TAX INFORMATION AUTHORIZATION WILL BE RETURNED.

▶ DON'T SIGN THIS FORM IF IT IS BLANK OR INCOMPLETE.

|            |                       |
|------------|-----------------------|
| Signature  | Date                  |
| Print Name | Title (if applicable) |

## WRITTEN AUTHORIZATION

To represent employing unit in its relations with the Texas Workforce Commission

### GRANTOR INFORMATION

1. CONTACT NAME: \_\_\_\_\_ 3. TWC ACCT NO. \_\_\_\_\_  
2. PHONE NO. \_\_\_\_\_ 4. FEID NO. \_\_\_\_\_

\*(5) BY THIS INSTRUMENT, \_\_\_\_\_  
(Name of Grantor)

(6) an employing unit which is a/an \_\_\_\_\_  
(Individual, Partnership, or Corporation, etc.)

(7) whose address is \_\_\_\_\_  
(Grantor's current mailing address)

\*(8) appoints \_\_\_\_\_  
(Name of Authorized Grantee)

(9) whose TWC ACCOUNT NO. is \_\_\_\_\_

and whose address is \_\_\_\_\_,

its lawful representative to represent it in its relations with the Texas Workforce Commission, and specifically authorizes said representative to transact any and all business as between grantor of said authorization and said Commission to do any and all acts necessary, excluding litigation in court.

**This Written Authorization shall be in full force and effect until such time as a Revocation of Written Authorization, Form C-43, revoking it is filed in the office of said Commission at Austin, Texas. (Revocable by either party, the Grantor or Grantee.)**

\*(10) \_\_\_\_\_  
Printed name, signature and title (Owner, Partner, Officer, etc.) of person signing for Grantor.

\*(11) **Date Signed** \_\_\_\_\_

**\*MANDATORY INFORMATION**

## INSTRUCTIONS FOR WRITTEN AUTHORIZATION

To represent Employing Unit in its Relations with the Texas Workforce Commission

Description of information required on front of document. \*Failure to complete the items with an asterisk (\*) will result in the document being returned as incomplete.

1. Enter the name of the contact person responsible for answering any questions pertaining to state unemployment insurance taxes.
2. Enter Contact person's telephone number including Area Code.
3. Enter the Account Number assigned to the Grantor by Texas Workforce Commission.  
**If the Grantor does not have a number, a Form C-1, Status Report, should be submitted.**
4. Grantor's Federal Employer Identification Number.
- \*5. Name of Grantor.
6. Type of ownership (individual [sole proprietorship], partnership, corporation, trust, limited liability company, estate, etc.)
7. Grantor's current mailing address.
- \*8. **IMPORTANT:** Name of Grantee who is being appointed.
9. Grantee's Texas Workforce Commission Account Number and address.
- \*10. **Printed name, signature and title:** The Written Authorization must be signed by the (1) individual, if the Grantor is a sole proprietor; (2) a responsible and duly authorized member or officer having knowledge of its affairs, if the Grantor is a partnership or other unincorporated organization; (3) the president, vice president, or other principal officer, if the Grantor is a corporation; or, (4) the fiduciary, if a trust or estate.
- \*11. Dated Signed.

### NOTE! WRITTEN AUTHORIZATION MAY BE REVOKED BY GRANTOR OR GRANTEE.

Individuals may receive, review and correct information that TWC collects about the individual by emailing to [open.records@twc.state.tx.us](mailto:open.records@twc.state.tx.us) or writing to TWC Open Records, 101 E. 15<sup>th</sup> St., Rm. 266, Austin, TX 78778-0001.





## DIRECT DEPOSIT AGREEMENT FORM

**Instructions:** Please fill out the information, as applicable, then select the appropriate box below. After entering the Financial Institution information, please attach the required documentation as listed. Review the **Authorization for Set-Up** then sign and date. Please submit the completed form to **Premier Financial Management Services** via one of the following options:

**Mail:**  
10425 W North Ave.  
Suite 345  
Milwaukee, WI 53226

**Phone:**  
1-855-387-1377

**Email:**  
VAHouston@premier-fms.com

**Fax:**  
1-855-463-2793

**NOTE:** Please print clearly.

Veteran Name: \_\_\_\_\_

Worker/Vendor Name: \_\_\_\_\_

Effective Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_\_

Last 4 Digits of SSN/Vendor EIN: \_\_\_\_\_

**Check one box ONLY:**     New DD Set Up                       New Paycard Set-Up

Name of Financial Institution: \_\_\_\_\_

Type of Account:     Checking                       Savings                      Percentage: \_\_\_\_\_ %

**FOR CHECKING ACCOUNT:** Tape a voided check here. (No starter check or deposit slip.)

**FOR SAVINGS ACCOUNT:** Attach letter from bank with routing and account numbers. (Letter must be typed on bank's letterhead.)

Name of Financial Institution: \_\_\_\_\_

Type of Account:       Checking                       Savings                      Percentage: \_\_\_\_\_ %



**FOR CHECKING ACCOUNT:** Tape a voided check here. *(No starter check or deposit slip.)*

**FOR SAVINGS ACCOUNT:** Attach letter from bank with routing and account numbers. *(Letter must be typed on bank's letterhead.)*



**Authorization for Set-Up:**

- I hereby authorize Premier Financial Management Services (PFMS) to **deposit** any amount owed to me for wages and/or reimbursements. PFMS is not responsible for any erroneous information provided. Also, I grant PFMS permission to correct and/or adjust any electronic funds transfer resulting from an erroneous overpayments by debiting my account. This authorization is to remain in full force and effect until PFMS receives written notification from me to terminate the agreement.
  
- I hereby elect and consent to receive my wages to a **paycard** by electronic transfer. I also grant Premier Financial Management Services (PFMS) permission to correct and/or adjust any electronic funds transfer resulting from an erroneous overpayment by debiting my account. I acknowledge I have received a copy of the terms, conditions, and fees associated with using the aforementioned paycard. This authorization is to remain in full force and effect until PFMS receives written notification from me to terminate the agreement.

Signature: \_\_\_\_\_ Date: \_\_\_ / \_\_\_ / \_\_\_\_\_

|   |                      |                      |                      |                      |
|---|----------------------|----------------------|----------------------|----------------------|
| Paycard Number:<br><i>(For office use only)</i> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
|---|----------------------|----------------------|----------------------|----------------------|