

Direct Deposit Information

Direct deposit is the fastest and safest way to receive payment from Public Partnerships LLC (PPL) for delivery of services for WORK program participants.

You can choose to receive your payment directly deposited into your checking account, savings account, or to a pay card of your choice. To sign up for direct deposit, review the three steps below and complete the “Account Detail Information” section of the required Employee Agreement and Attestation form found in your Employee Enrollment Packet. If you have any questions, contact PPL Customer Service toll free at 1-833-549-5673.

Meet Direct Deposit Requirements

You may receive direct deposit payroll payments if you meet the following requirements:

1. You must complete the “Account Detail Information” section of the required Employee Agreement and Attestation form found in your Employee Enrollment Packet. The person filling out the form must have the authority to authorize payment processing to the account listed.
2. You must agree to immediately notify the KS WORK program, through PPL in writing if you change your bank, account number, account type, ABA routing number, or contact information. With changes, you may need to submit a revised Employee Agreement and Attestation form (the pages of the form that the “Account Detail Information” section is on and re-sign and submit the signature page). Failure to comply with notification policies may result in a delay of payment.

Submit Direct Deposit Information to PPL

Complete and sign the “Account Detail Information” section of the required Employee Agreement and Attestation form found in your Employee Enrollment Packet. You also need to submit account verification documents. These documents differ depending on the type of direct deposit you want to do:

- To direct deposit to a **checking account**, you need to submit a voided check or a letter from your bank that states your account number for the account you wish the payment to be deposited.
- To direct deposit to a **savings account**, you need to submit a letter from your bank that states your account number for the account you wish the payment to be deposited.
- To direct deposit to a **pay card/debit card**, you need to submit documentation from the pay card’s enrollment process or the pay card’s financial entity that verifies the account number and the routing number you want the KS WORK program, through PPL to deposit funds to. **NOTE: Please be advised that if you choose this option, KS WORK program, through PPL does not support any particular pay card/debit card financial institution and is not responsible for any fees established by the financial institution. The KS WORK program, through PPL recommends you review all information regarding services fees, transaction limitations, or any other important information pertaining to your pay card prior to enrolling and activating your pay card.**

The application and the supporting documents must be sent to the KS WORK program, through PPL via fax, email, or mail

Fax*	Email*	Mail
1-855-319-9305	pplksaetna@pcgus.com	KS WORK AETNA Public Partnerships LLC One Cabot Road, Ste. 102 Medford, MA 02155
*FOR FASTEST PROCESSING, EMAIL OR FAX FORMS		

Await confirmation from the KS WORK program, through PPL

Your direct deposit account will become active after the KS WORK program, through PPL verifies your account number with your bank or pay card. The whole process may take 1 to 2 pay cycles from the time we receive your completed and signed application meaning you may receive one or more paper checks before beginning to receive payments via direct deposit.

If there is a change in bank account information, your KS WORK program, through 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 date paper checks are mailed to other providers but depending on your bank may not be reflected in your account until one or two business days later. Please be aware that bank holidays may delay payment posting. After considering bank holidays, contact PPL customer service toll-free at 1-833-549-5673 if you don't receive your payment on time.

Remittance Advice

Once your direct deposit becomes active, you will receive a summary of your gross wages, tax withholding, and other relevant information on a document called "Remittance Advice" that you can access using the PPL Web Portal, or you can request this document be mailed to you by calling PPL. This is information that used to show on your check stub.

We hope you enjoy having faster access to your payments!