

Payment Change Form Instructions

Direct Deposit via electronic funds transfer (EFT) is a fast and safe way to receive payment from Public Partnerships LLC (PPL) for the services you provide to Pennsylvania participants.

Use this form to **allow** PPL to deposit your pay directly into your existing:

- Checking account
- Savings account

Also use this form to **notify** PPL of changes to a direct deposit account that you already set up for payment by this Employer. You can:

- Change your bank
- Change your account number or type of account
- Cancel an existing PPL EFT setup.

To complete the Payment Change Form, please follow the instructions below:

1. Enter DCW name and DCW social security number
2. **Payment Information Section**
 - Select type of payment (Direct Deposit, Paper Check)
 - Select account type (Checking or Savings)
3. **Account Information Section**
 - Enter banking institution name
 - Enter bank account routing number
 - Enter bank account number
4. **Pay Stub/Remittance Advice Section**
 - Select the checkbox only if you do not have access to the internet
5. Sign and date the form
6. Send the completed form to PPL at via fax (1-855-858-8158) or email (padpw-oltl@pcgus.com)

DCW Name		DCW Social Security Number	
<p>Payment Change Form</p>			
<p><small>Payment Information (If a payment selection is not checked, then the Office of Long-Term Living (OLTL), through its contractor Public Partnerships will send you your payments by paper check)</small></p>			
<p>Payment Selection: <small>(check only one box)</small></p>	<input type="checkbox"/> Direct Deposit	<input type="checkbox"/> Paper Check	
<p>Direct Deposit</p>			
<p>Account Type: <small>(check only one box)</small></p>	<input type="checkbox"/> Checking Account	<input type="checkbox"/> Savings Account	
<p>Account Information</p>			
<p><small>Direct Deposit can be cancelled by calling customer service. If you are changing your bank account information, this form must be submitted.</small></p>			
<p>Banking Institution Name:</p>			
<p>Routing Number:</p>			
<p>Account Number:</p>			
<p>Pay Stub/Remittance Advice</p>			
<p><small>GO GREEN: The program makes your pay stub available through the BetterOnline™ web portal. If you do not have access to the internet through a computer, tablet, or smart phone, then check the box below.</small></p>			
<p><input type="checkbox"/> I do not have access to the internet, please send my pay stub in the mail.</p>			
<p><small>I authorize the Office of Long-Term Living (OLTL) through its contractor Public Partnerships to deposit my payment directly into my account using an Automated Clearing House (ACH) transaction. I recognize that if I fail to provide complete and accurate information on this form, processing may be delayed or made impossible, or my electronic payments may be erroneously made. I authorize the OLTL through Public Partnerships to withdraw from the designated account all amounts deposited electronically in error. If the designated account is closed or has an insufficient balance to allow withdrawal, then I authorize the OLTL through Public Partnerships to withhold any payment owed to me until the erroneous deposited amounts are repaid. If I decide to cancel direct deposit, I will contact Public Partnerships' customer service and provide both the account and routing numbers of my account.</small></p>			