

Direct Deposit, also known as Electronic Funds Transmission (EFT), is the fastest and safest way to receive your paycheck from PPL on behalf of your employer. Your payment can be deposited directly into your **checking account**, **savings account**, or to a **pay card** of your choice. To sign up, review the steps below and complete the Direct Deposit application.

1. Meet Direct Deposit Requirements

- Complete the Direct Deposit Application.**
- Agree to immediately notify PPL in writing if you change your bank, account number, account type, ABA routing number, or contact information.** You may need to submit a new Direct Deposit Application form. Failure to comply with this may result in delay of payment.

2. Go Green – Paperless Remittance Advice

In an effort to reduce our carbon footprint, Public Partnerships, LLC has undertaken a ‘Go Green Initiative’. A major aspect of this initiative is concentrating our efforts on reducing paper usage. With this in mind, effective February 28th, 2014, MA DESE providers currently receiving direct deposit payments will no longer be issued a paper remittance advice as proof of payment via the US Postal Service. Instead, PPL has made the process of receiving remittance advice more convenient and eco-friendly by making all remittance advices available at any time through the PPL Web Portal. This advice may be accessed at any time and is also easily printable if needed.

If you are not familiar with the PPL Web Portal, follow these steps to learn how to register for an username and password as well as how to log in:

1. Visit www.publicpartnerships.com
2. Select the MA DESE program
3. Enter: username: **madese** / password: **pcgdese19**
4. View the **instructions for registering for the Web Portal** under the “Web Portal User Guides” section
5. These instructions will help you create your unique username and password and will also help you learn how to log in to the PPL Web Portal

How do I view my remittance advice via the PPL Web Portal?

1. Go to the PPL Web Portal: <https://fms.publicpartnerships.com/PPLPortal/Login.aspx>
2. Log in with your unique username and password
3. Under the “timesheets” tab, select “all timesheets” with a status of “paid”
4. Click on “search”
5. All paid timesheets will appear. To the right of the paid timesheet, the “check number” column displays your remittance advice number. Click on the remittance advice number.
6. A popup screen will appear to ask whether you want to open or save your remittance advice.
 - a. If you want to view it but do not wish to save it to your computer right now, click “open.”
 - b. If you would like to save the remittance advice to your local computer for your records, click “save.”

****Please Note: If you still wish to receive your paper remittance advice, you may do so by simply calling PPL’s customer service line at (888) 623-5688 and making this request.****

3. Submit Direct Deposit Application to PPL

Once you have completed the Direct Deposit application, you must gather and submit account verification documents to PPL. This differs depending on where you want your funds to go:

- **Checking account:** Submit a voided check or a letter from your bank that states the checking account number where your funds should be deposited.
- **Savings account:** Submit a letter from your bank that states your savings account number where your funds should be deposited.
- **Pay card/debit card:** Submit documentation from the pay card's enrollment process or the pay card's financial entity that verifies the account and the routing numbers.

NOTE: *If you choose this option, please note that PPL does **not** support any particular pay card/debit card financial institution and is **not** responsible for any fees established by the financial institution. PPL recommends you review all pertaining to your pay card prior to enrolling and activating it.*

4. Await confirmation from PPL

Your Direct Deposit account will become active after PPL verifies your account number with your bank or pay card. The whole process will take 1 to 2 **pay cycles** from the time we receive your completed and signed application.

If there is a change in bank account information, your 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 check date (see Payroll Schedule) and should be in your bank account 24-48 hours afterwards. Please note that bank holidays may delay posting. After considering bank holidays, contact PPL if you don't receive your payment on time.

That's it! Once your Direct Deposit becomes active, you will be able to view a summary of your gross wages, tax withholding, etc. on the Remittance Advice that will be available to you on the Web Portal.

Thank you for signing up

– we hope you enjoy having faster access to your payments!

Phone: (888) 623-5688
Email: madese@pcgus.com

Administrative Fax: (866) 457-7276
Timesheet Fax: (866) 743-2680
Web: www.publicpartnerships.com

Public Partnerships, LLC - MA DESE Program

FORM -EFT1

DIRECT DEPOSIT APPLICATION (for use with checking, savings, and personal debit card direct deposit requests only)

Section 1

CREATE OR CHANGE PPL EFT ACCOUNT CLOSE EXISTING PPL EFT ACCOUNT

Check the appropriate box below based on your request.

- New Direct Deposit Set-up
 Change Account Number
 Cancellation Request
 Change Account Type
 Change Financial Institution

Section 2

PAYEE INFORMATION

Disclosure of your Social Security Number (SSN) is voluntary pursuant to 42 USC 405c2C. PPL will use to file required information returns to IRS.

1 Federal Employer Identification No. (EIN)

- ← EIN

OR

2 Social Security Number (SSN)

- - ← SSN

3 Payee Name

4. Telephone Number

5 Payee Address

6 City

7 State

8 Zip

Section 3

AUTHORIZATION FOR SET-UP, CHANGE OR CANCELLATION

I authorize PPL to stop making electronic transfers to my account without advance notice. I certify that I'm authorized to contract for entity receiving deposits per this agreement, & that all information provided is accurate.

9 Signature (Required)

10 Title

11 Date

I authorize PPL to process payments owed to me for services authorized by the MA DESE Program in the Commonwealth of Massachusetts. Per my request, PPL will deposit my payment directly to my bank account indicated below using 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 certify I have read and agree to comply with PPL rules governing payments and electronic transfers. I authorize PPL 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 PPL to withhold any payment owed to me by PPL until the erroneous deposited amounts are repaid. If I decide to change or revoke this authorization, I recognize that I must forward such notice to PPL.

Section 4

ACCOUNT DETAIL INFORMATION

12 Financial Institution Name (My Bank's Name)

13 Bank Address

-

14 Bank Routing Number

15 Account Type

Checking
 Savings
 Your Debit Card

16 My Account Number

17 Bank City

18 Bank State

19 Bank Zip

Section 5

CANCELLATION

Cancellation Reason

PPL Use ONLY
 Staff Entry:
 Date:

I do not have access to the PPL Web Portal, please send a Pay Stub.