

INFORMATION GUIDE FOR DIRECT DEPOSIT APPLICATION

Direct Deposit, also called Electronic Funds Transfer (EFT), a fast, easy, and safe way to receive payment from PPL for delivery of services to participants who receive support from the South Carolina Attendant Care Program.

For specific instructions to set-up a Direct Deposit account, review the 3 steps below and complete the application on the back of this page.

1. MEET DIRECT DEPOSIT REQUIREMENTS

You may receive payment for services by Direct Deposit if you meet the following requirements:

1. You must fill-out the Direct Deposit Application form (the person filling out the form must have the authority to authorize processing).
2. You must agree to immediately notify PPL in writing if you change your bank, account number or type, ABA routing number, or contact information. With changes, you may need to submit a new Direct Deposit Application form.

2. SUBMIT DIRECT DEPOSIT APPLICATION TO PPL

Complete and sign the Direct Deposit application and send it with a voided check for checking accounts or a letter from the bank indicating the account and bank routing number for savings accounts. For personal debit cards, please submit the Direct Deposit application with a letter from the organization that issued the card. Please note that Direct Deposit applications without proper documentation will not be processed.

Fax: 866-745-7230

OR

Mail: Public Partnerships, LLC
SC Attendant Care Program
1 Cabot Road; Suite 102
Medford, Ma 02155

3. AWAIT FIRST DIRECT DEPOSIT PAYMENT FROM PPL

Your Direct Deposit account will become active after PPL verifies your bank account number with your bank. **The complete process will take 1 to 2 weeks from the time we receive your 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 regular paper checks in the interim period.**

The Direct Deposit payment is sent on payday as listed in the payment schedule. If you do not see your funds by Tuesday immediately following the Payment Issued date, please contact PPL. Please be aware that bank holidays may delay payment posting. After considering bank holidays, contact PPL if you don't receive your payment on time.