

PAYCHECK PLUS Payment Method Verification Sheet

TO BE COMPLETED BY THE PAYCHECK PLUS CLIENT

PAYCHECK PLUS STAFF MUST ENTER THIS INFORMATION INTO PAYCHECK PLUS ONLINE ACCOUNT TRACKER

If you are eligible to receive a Paycheck Plus bonus in 2017, you can receive your payment on a Paycheck Plus Debit Card or your payment can be directly deposited into your bank account.

Please **CHOOSE ONLY ONE** of the options below. If you do not choose a payment method, we will automatically issue your payment by Paycheck Plus Debit Card (OPTION 1).

OPTION 1: Paycheck Plus Debit Card

- I authorize Food Bank for New York City to create a debit card in my name, so that I can use it to receive any **Paycheck Plus bonus** I am eligible to receive. I understand that this debit card routing and account number will be shared with MDRC to facilitate Paycheck Plus payment. I understand that Food Bank will notify me by phone or email when my card is available for pick up at 71 St Nicholas Ave. during specific hours set by Food Bank.

OPTION 2: Direct Deposit

Type of Account: Checking Savings

Routing Number* _____

Account Number*† _____

- I have reviewed and confirm all the account information on this form is correct. I authorize Food Bank for New York City to use the information for the Direct Deposit of my **Paycheck Plus payment** if I am eligible to receive a bonus in 2017. I understand that my routing and account number will be shared with MDRC to facilitate Paycheck Plus payment. I understand that if my bonus payment cannot successfully be deposited using the account information on this form, and if Food Bank is unable to reach me and correct the account information, a Paycheck Plus Debit Card may be created on my behalf. (For pick up at 71 St Nicholas Ave. at a later date.)

The diagram shows a paper check with the following fields and labels:

- Your Name** and **Your Address** at the top left.
- DATE** at the top right.
- 1035** in the top right corner.
- PAY TO THE ORDER OF** and a dollar sign followed by a box for the amount.
- DOLLARS** below the amount box.
- Your Bank Name** below the amount.
- MEMO** below the bank name.
- 123456789** (Routing Number) in red, **987654321** (Account Number) in green, and **1035** (Check Number) in black at the bottom.

*Routing Number must be 9 digits. Length of Account Number may vary.

†**WARNING:** If account information provided above is coming from a paper check, Check Number should **NOT** be included in the Account Number. See image of paper check for guidance.

Print Client/Taxpayer Name _____

Client/Taxpayer Signature _____

Date _____

STAFF: GIVE THIS FORM TO THE PAYCHECK PLUS MANAGER FOR SAFEKEEPING