



EMPLOYEE NET PAY ELECTION & CONSENT FORM

Please complete the ALL requested information below

◆ FAX to (626) 334-7314 or EMAIL to apupayroll@apu.edu ◆

First Name		Middle Initial	Last Name	
APU Email Address		APU Employee ID #		Daytime Contact Phone Number
Address (PO Box is not allowed if electing ALINE Card as wage payment method)			City	State Zip Code

Selecting your NET PAY options

DIRECT DEPOSIT

Primary	Checking	Routing Number
	Savings	Account Number
Secondary	\$ _____	Partial NET Pay (balance deposited into Primary Direct Deposit Account)
	Checking	Routing Number
	Savings	Account Number

*If you would like to deposit to more than two accounts, please submit multiple forms, and we will accomodate.

ALINE PAYCARD or ALINE CHECK OPTION

Full NET on Paycard or Check Option

\$ _____ Partial NET Pay (balance deposited into Primary Direct Deposit Account)

CONSENT TO DEPOSIT WAGES

I authorize Azusa Pacific University to deposit my NET pay via direct deposit or to my ALINE account(s) as indicated above. If funds to which I am not entitled are deposited to my account(s), I authorize the University to direct the financial institution(s) to return said funds. I understand that it is my responsibility to verify that payments have been credited to my account(s) and that the University assumes no liability for overdrafts for any reason. I understand that, in the event that my financial institution(s) is/are not able to deposit any electronic transfer into my account due to an action I take, the University cannot issue to me replacement NET funds until the original NET funds are returned to the University, which may take up to five business days after the payday. I understand that this authorization will override any previous authorization and will remain in effect until revoked by my written request. I understand that I must immediately notify APU Payroll before I close any/all account(s) listed above while this authorization is in effect.

Signature

Date

Understanding your NET PAY options

DIRECT DEPOSIT

****ATTACH VOIDED CHECK OR BANK CONFIRMATION FORM****

How to locate your Routing and Account Number on your personal checks



ALINE PAYCARD or ALINE CHECK OPTION

****YOU WILL NOT BE SUBJECT TO A CREDIT CHECK****

I acknowledge and confirm the following regarding the ALINE Paycard Option:

- ✓ The ALINE Paycard Option is fully voluntary and I have elected this method to receive all of my NET pay.
- ✓ I have received and read the ALINE Card Fee Schedule, Cardholder Agreement, and Privacy Notice and agree to pay any possible fees based on my use of the ALINE Paycard as reflected in the Fee Schedule.
- ✓ I understand that in order to use the ALINE Paycard, I will need to accept and agree to the Cardholder Agreement by activating my ALINE Paycard. By electing ALINE Paycard as my wage payment choice, I am consenting to provide my personal information to ADP to enroll in and request the ALINE Paycard.
- ✓ Once the ALINE Paycard is activated, use of the ALINE check is ONLY to access the entire amount of Paycard funds if my card is reported lost or stolen and the replacement card has not yet been received.

I acknowledge and confirm the following regarding the ALINE Check Option:

- ✓ I have elected the ALINE Check Option as the method to receive all of my NET pay. I am not required to enroll in, activate or use the ALINE PayCard option as a requirement to my election.
- ✓ I am willing to complete the ALINE Check on my own each pay period to access my full NET pay.
- ✓ understand that each payday I will need to make the check payable to myself for the full NET pay, date the check using the current payday, call ADP to receive and note authentication code on the check.

IMPORTANT INFORMATION ABOUT APPLYING FOR A NEW PREPAID CARD ACCOUNT

To help the US Government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. What this means for you: When you open a Prepaid Card account, ADP may require your name, address, birth date, SSN, driver's license number or other information to confirm your identity.