



# Rising Phoenix Enrichment Program, INC

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Greetings,

We are pleased to offer you a new payday convenience: Direct Deposit through ADP. Now you can have your reimbursement check automatically deposited into your business checking account on payday, and you don't have to change your present banking relationship to take advantage of this service.

Direct Deposit will help you in many ways:

- ✓ Save trips to your financial institution
- ✓ No more waiting in lines on reimbursement day will save you time depositing your checks
- ✓ Eliminate the possibility of lost, stolen or forged checks
- ✓ Deposit your money fast, reducing the possibility of overdrafts
- ✓ Deposit your money even if you are away on business, sick or on vacation

Here is how Direct Deposit works:

On reimbursement day you'll receive an earnings statement which shows gross pay, taxes, other deductions and net pay (if you are contracted then some of this may or may not apply). Your money will be deposited into your business account. The amount of the deposit will appear on your bank statement.

You'll enjoy the added convenience of having your net pay automatically deposited for you. Direct Deposit is safe, convenient and easy!

It is your responsibility to check with your financial institution each payday to confirm that your direct deposit has been credited to your account. Posting is usually completed by 12:00 noon on the day after we receive your reimbursement from Bright from the Start. Once we receive the reimbursement we will process the payment through Wells Fargo by 2pm and your monies will be deposited into your account the following day. Rising Phoenix Enrichment Program, INC will not be responsible for any bank fees that you may incur due to overdrafts on a delayed deposit.

**We will need the W9 and Direct Deposit to be completed in its entirety. This change will take effect on October 1, 2016 as we start our new fiscal year.**

**Center's MUST participate in Direct Deposit as we will no longer into your account or mail paper checks, unless you are terminated**

**from our sponsorship then your final reimbursement will be mailed to your Center.**

**\*\*Attached to this email you will find the W9 and Direct Deposit Form\*\***

**Please let me know if you have any questions, thank you and we look forward to being able to provide you all with a more convenient way of receiving your funds.**