

HIRING OFFICIAL –PRESEASON

1. Completes INS Form I-9
2. Provides casual Federal W4 for completion. The EFF Pay Center will use the W-4 address for the W-2 address if different than the address on the OF-288.
3. Provide casual State Tax Forms for completion (if the Federal W4 is utilized by the State write “State & Federal” on the W4)
4. Provide casual a W5 Earned Income Credit form (casuals option whether to complete)
5. Provide casual Direct Deposit Information and SF-1199a Direct Deposit Form (attachment B).
Submit the following to the EFF Pay Center **at the time of completion.**
 - Original INS Form I-9
 - Original Federal W4
 - Original State Tax Form

CASUAL

1. Completes Direct Deposit SF-1199a and gives to their financial institution for completion and mailing direct to the EFF Pay Center, 324 25th Street, Ogden, UT 84401
2. Completes Federal W4, W5 and State tax forms. The W-4 address will be used for the mailing of the W-2 forms. If forms are incomplete or filled out incorrectly, taxes will be withheld at the highest tax rate; marital status of single and zero exemptions. The hired at point (block 6 on the OF-288) determines the taxing state if no state tax form is completed, regardless where the casual resides.

HIRING OFFICIAL - AT TIME OF DISPATCH

1. Completes forms outlined above under “Hiring Official – Preseason” if not previously completed and submit direct to the EFF Pay Center.
2. Completes Casual Hire Information Form indicating whether the I-9 & W-4 forms had been previously submitted and attach to the OF-288 for overhead and support positions.
3. Initiates the Emergency Firefighter Time Report (OF-288) by completing the header information and specific incident information in column A.
 - Hired At Block 6 – must be in the form of State-Unit, i.e., ID-BOF
 - AD rate and TITLE must be included in Section 20 (item 8).

INCIDENT FINANCE SECTION

1. Records work time as outlined in the Interagency Incident Business Management Handbook assuring AD rate and TITLE is included in all columns.
2. Processes partial payments every two weeks, indicating partial payment on the OF-288.
3. Submit original Casual Hire Information Form and OF-288 to the hiring unit identified on the Casual Hire Information Form with applicable original forms if not previously submitted.

HIRING UNIT FISCAL APPROVING OFFICIAL

1. Audits OF-288 as outlined in attachment D.
2. Completes memo (Attachment E) and overnight mails original documents to the EFF Pay Center.

EFF PAY CENTER

1. Maintains original INS Form I-9, Federal W-4, State Tax form, Direct Deposit Form, Casual Hire Information Form and rate justifications in the casuals payment file.
2. Processes payment to the casual within 7 days of receipt.

DIRECT DEPOSIT

Simple. Safe. Secure.

- Get paid faster!
- Best option for Casuals who have a bank account!
- Eliminates lost or stolen checks!

Emergency Firefighters/Casuals will be able to receive their payments through Direct Deposit to their bank account! The Direct Deposit option will be available March 1, 2003, when modifications to the EFF/Vendor Pay program take effect.

Hiring Units:

- Provide Casual an SF-1199A Direct Deposit Sign-up Form (available at www.fms.treas.gov/eft or in your Personnel Office) completed as follows:
 - Section 1 – Block C – Enter Casuals SSN
 - Section 1 – Block F – Check “Other” and enter “Casual Hire”
 - Section 1 – Block G – Leave blank
 - Section 2 – Enter: EFF Pay Center 324 25th Street Ogden, UT 84401
 - Hiring units should NOT retain Direct Deposit information in their files.

Casual:

- Complete Section 1 and take the form to your financial institution for completion and mailing direct to the EFF Pay Center address listed in Section 2.
- This is the safest method of payment for casuals who have a bank account.

EFF Pay Center:

- Enters Direct Deposit Information into the EFF/Vendor Pay System.
- Retains original SF-1199A Direct Deposit Sign-up Form.
- Mails the Wage and Earnings Statement to the Casual.

HARD COPY CHECKS

Casuals who do not elect Direct Deposit will receive a hard copy check mailed to the address they provided. No additional forms are necessary. The EFF Pay Center mails the Wage and Earnings Statement to Casual.

MULTIPLE ADDRESSES

EFF/Vendor Pay will also have multiple address capability. Casuals who want a different address for their W2 should furnish the address information when completed their W4 form. The hiring unit forwards the information to the EFF Pay Center for entry in the EFF/Vendor Pay program.

BURDEN ESTIMATE STATEMENT

The estimated average burden associated with this collection of information is 10 minutes per respondent or record-keeper, depending on individual circumstances. Comments concerning the accuracy of this burden estimate and suggestions for reducing this burden should be directed to the Financial Management Service, Facilities Management Division, Property & Supply Section, Room B-101, 3700 East-West Highway, Hyattsville, MD 20782 or the Office of Management and Budget, Paperwork Reduction Project (1510-0007), Washington, D.C. 20503.

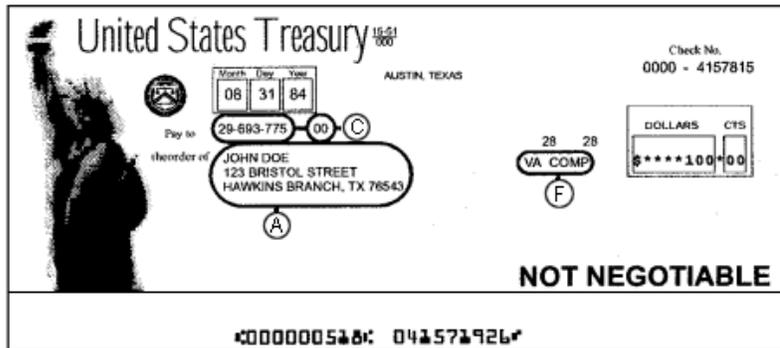
PLEASE READ THIS CAREFULLY

All information on this form, including the individual claim number, is required under 31 USC 3322, 31 CFR 209 and/or 210. The information is confidential and is needed to prove entitlement to payments. The information will be used to process payment data from the Federal agency to the financial institution and/or its agent. Failure to provide the requested information may affect the processing of this form and may delay or prevent the receipt of payments through the Direct Deposit/Electronic Funds Transfer Program.

INFORMATION FOUND ON CHECKS

Most of the information needed to complete boxes A, C, and F in Section 1 is printed on your government check:

- (A) Be sure that the payee's name is written exactly as it appears on the check. Be sure current address is shown.
- (C) Claim numbers and suffixes are printed here on checks beneath the date for the type of payment shown here. Check the Green Book for the location of prefixes and suffixes for other types of payments.
- (F) Type of payment is printed to the left of the amount.



SPECIAL NOTE TO JOINT ACCOUNT HOLDERS

Joint account holders should immediately advise both the Government agency and the financial institution of the death of a beneficiary. Funds deposited after the date of death or ineligibility, except for salary payments, are to be returned to the Government agency. The Government agency will then make a determination regarding survivor rights, calculate survivor benefit payments, if any, and begin payments.

CANCELLATION

The agreement represented by this authorization remains in effect until cancelled by the recipient by notice to the Federal agency or by the death or legal incapacity of the recipient. Upon cancellation by the recipient, the recipient should notify the receiving financial institution that he/she is doing so.

The agreement represented by this authorization may be cancelled by the financial institution by providing the recipient a written notice 30 days in advance of the cancellation date. The recipient must immediately advise the Federal agency if the authorization is cancelled by the financial institution. The financial institution cannot cancel the authorization by advice to the Government agency.

CHANGING RECEIVING FINANCIAL INSTITUTIONS

The payee's Direct Deposit will continue to be received by the selected financial institution until the Government agency is notified by the payee that the payee wishes to change the financial institution receiving the Direct Deposit. To effect this change, the payee will complete the new SF 119A at the newly selected financial institution. It is recommended that the payee maintain accounts at both financial

institutions until the transition is complete; i.e., after the new financial institution receives the payee's Direct Deposit payment.

FALSE STATEMENTS OR FRAUDULENT CLAIMS

Federal law provides a fine of not more than \$10,000 or imprisonment for not more than five (5) years or both for presenting a false statement or making a fraudulent claim.