



## Employer Information Form

### Instructions:

- This completed form is used by the CLC Local Lender to sign up a new employer.
- The CLC Local Lender should confirm that all of the information on this form is correct, complete and legible. In order to avoid problems and delays, ***please print or type*** the information on this form. If the information is not legible, the form will be returned causing delays.
- If payment option 11.a. is selected below, please also forward a completed Authorization to Charge Account form.
- To allow for time to process this information, please schedule the CLC program start date in #6 below at least 5 business days after the date this completed form is submitted. *If this form is not correct, complete and legible, there will be additional delays.*

1. Name of Employer/Business: \_\_\_\_\_

2. Physical Address of Employer Administrative Office:

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Contact Information:

a. Person responsible for completing the **Employment Verification** task:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

b. Additional person responsible for **Employment Verification** task (Note: This should not be the same person listed in 3.a. above):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

c. Manager for persons completing **Employment Verification Task** listed in 3.a. and 3.b. above:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

d. Person responsible to **Start/Stop Payroll Deduction** task:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

e. Additional person responsible to **Start/Stop Payroll Deduction**:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

f. Manager for persons completing **Start/Stop Payroll Deduction** task in 3.d. and 3.e. above:

Name: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_

4. Current number of 'benefit-eligible' employees at this employer: \_\_\_\_\_

5. How long does this employer require a new employee to work before they are eligible for the CLC loan and other employee benefits? \_\_\_\_\_

6. Proposed start date to begin offering the CLC loan program to employees. \_\_\_\_\_  
(Suggestion: the best time to start is immediately after a payday)

7. Are all employees on the same payroll cycle? Yes or No \_\_\_\_\_. If No, please explain:  
\_\_\_\_\_  
\_\_\_\_\_

8. It is crucial that we understand the employer's payroll cycle so CLC loan payments will be scheduled accordingly. In this section, please describe the dates and frequency of this employer's most recent paydays:

<u>Select Payroll cycle</u>	<u>Dates of Last Two Paydays</u>
Weekly _____	_____/____
Biweekly _____	_____/____
Semi-monthly _____	_____/____
Monthly _____	_____/____

9. Date of employer's first payday after CLC program start date: \_\_\_\_\_

10. Date of Employer's first deadline for adding payroll deductions after CLC program start date listed in #9 above: \_\_\_\_\_

11. Payment option for collecting employee loan payments withheld from employee paychecks (Select either 11.a. or 11.b. below):

a. \_\_\_ **Employee loan payments are automatically transferred to CLC from Employer's Bank Account to CLC (recommended option)**

- (1) On each payday, CLC will collect amount of the CLC loan payments which were withheld from each employee's paycheck. By selecting this option, employee loan payments will be automatically transferred from Employer's Bank Account as designated by the Employer. To complete this transfer, no additional tasks are required by the Employer's accounting staff.
- (2) Using the Employer Portal, the employer may confirm the amount of each employee loan payment that is due prior to each payday.
- (3) With this payment option, the Employer pays no ACH fees.
- (4) Employees who repay their loan through payroll deduction will not be charged a late fee since loan payments are collected when due.
- (5) If this option is selected, please also complete the Authorization to Charge Account form and submit with this form.

b. \_\_\_ **ACH payments sent from Employer to Local Lender Holding Account (Note: this payment method is not recommended due to additional employer tasks, fees and delays)**

- (1) Employer agrees to send employee loan payments each payday from this employer to CLC Holding Account by ACH.
- (2) Employer agrees to pay any bank ACH transfer fees.
- (3) If payment is received late or incomplete, employee/borrowers will likely incur late fees.
- (4) If this payment option is selected, Lender will provide wiring instructions to employer and list the last four digits of Lender Holding Account #: \_ \_ \_ \_.
- (5) With this payment option, you may also select to delay KENN deductions from your Holding Account, although this delay is not required. If you request this deduction delay, please enter the number of days you request KENN deductions be delayed after the employer's payday (enter from 1 to 5 days here): \_\_\_\_\_. (Note: after selecting the # of days, this cannot be later changed).
- (6) When selecting this payment option, please list below the person responsible for sending by ACH the employee loan payments to the lender:

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**12. Contact information for the person completing this form:**

**Name:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

After confirming that this form is complete and accurate, please scan and forward to [Howard@tccapital.org](mailto:Howard@tccapital.org) and also include the completed Authorization to Charge Account form, if payment method 11a above is selected. Also, please update if any of this information changes. Thank you.