

Contractor Direct Deposit Information

and references needed for

Luv2care LLC

1. Full legal name-

2. Job Title –

We hire- pca, cna, med-tech, med-aide, (GL)General laborer, lpn, and RN only, please put a title or titles that you possess

3. Birthdate -

4. Social Security number -

5. Email address -

6. Physical address-apt#(If applicable) City, state, zip code –

7. Phone number-

8. **Cash app** (if applicable) optional-

**ALL COMPLETED TIMESLIPS SHOULD BE EMAILED TO: [Luv2carellc@gmail.com](mailto:Luv2carellc@gmail.com) You can also use this email address for any documents you need to send me.**

You can either print this form and fill it out and email it to me as a picture text to [Luv2carellc@gmail.com](mailto:Luv2carellc@gmail.com) or complete it via DocuSign after I send it to you via DocuSign.

Luv2care inputs the information you provided to us on this form into the Roll ADP payroll & Tax system. Once Completed, Roll ADP will send you a link to the email you provided us to install the Roll ADP App for completion of setup with your account information for Direct deposits. Luv2care does not see any account information on our end, just the last 4 digits of your routing and account number.

**ROLL ADP** Furnishes direct deposits for Luv2care via secured app. Phone number is 1-833-390-4527. After you call, hold on to the end of the generated message and then tell the customer service agent that you are a Luv2care contractor, and you need help navigating your app to set up your direct deposit information. Roll ADP Offers **same day direct deposits** (which is a \$3 fee by ADP not Luv2care), 1099's, pay stubs and more. **Direct deposits are Mandated to be paid every Friday.** **Same day direct deposit** Timeslips should be in before 11am so that it can be deposited by 5 or 6pm that day depending on your bank. After 11am it will be deposited the following morning no later than 7am.

I pay with the **cash app** also if you would like to enter that information in as well. Cash app payments will reflect the amount paid on your 1099 as well. This is optional for us to do as immediate pay, If this is available for us to do we will let you know via phone, text, or email.

**24-48 hours pay**-We will direct deposit your pay into any account that is on file with us, this includes cash apps as well within 24-48 hrs. through the business week but Thursday and during the weekend the 24-48 hrs. will begin on Monday the beginning of the business week when banking hours are open. This is another pay option as well. No fee

DST is acknowledged and calculated as such-Lose an hour in the spring and gain an hour in the fall. This affects overtime calculated hours as well.

Please put the pay option on the subject line of the email once you submit your time slip via email to [Luv2carellc@gmail.com](mailto:Luv2carellc@gmail.com). Pay options are in **Bold** type on this form.

We also use this information for employment purposes for license verification and background checks. We send a copy of your license or certificates and background checks to the facility to verify that you are a Nurse, c.n.a , p.c.a, med-tech, med-aide.. General laborer (no certs required) in order to get your time clock # and PCC login information for the facility.

This record will be kept on file for a year with Roll ADP after resignation or termination for tax purposes. After that year has ended it will be deleted and destroyed.

We will never misuse this information. Misuse of secure information is a federal crime.

If you feel unsure about giving your full social security number this way, please give me a call at (252) 427-2839. Johnny Overton (Owner) and I will input it manually. Your last 4 digits will be automatically saved in the roll ADP website for tax purposes.

We will secure this information in our secure database in your file.

Shiftwork will be texted or called from our business phone number or owners' personal cell when the need arises at (252) 427-2839 **Business Cell #, Owner personal cell Johnny** (252) 267-4563 and /or email addressed from [Luv2carellc@gmail.com](mailto:Luv2carellc@gmail.com).

Late need calls after the start of the shift pays from the beginning of the shift. The show up pay is 4 hours as well. If they cancel you when you get there. Please follow the time sheet examples.

A Welcome aboard email from Luv2care will be emailed to you after the completion of this form

Any Questions or concerns please call or Text Johnny Overton(owner) at 252-427-2839.

Thank you. General laborers please upload a copy of your resume to [Luv2carellc@gmail.com](mailto:Luv2carellc@gmail.com).

## **References**

### 2 Employer Business Reference's

First name:

Title:

Phone:

First name:

Title:

Phone:

### Emergency Contact

First name:

Phone #:

### PCA Education

Regarding North Carolina PCA requirements, PCA stated above agrees that he/she has completed the 80- hour PCA course completion and infection control course for the state. Please submit the 2 certificates to [Luv2carellc@gmail.com](mailto:Luv2carellc@gmail.com). All other PCA's from other states please upload a copy of your certification to the same email address above as verification of course completion for your state.

