



iLIFE Direct Deposit: Frequently Asked Questions

Is it true that I will get paid faster if I choose Direct Deposit?

YES! Your funds will be available at 12:00 AM on your iLIFE IRIS pay date. Switching to paperless means no longer waiting for a paper check in the mail.

How do I sign up for Direct Deposit?

1. Complete the iLIFE Payment Election Form online. **DEADLINE: August 25, 2017** (The Payment Election Form is available on the iLIFE website, www.iLIFEfms.com/paperless.htm)
2. Be sure to indicate if you prefer the iLIFE IRIS pay be deposited to your Checking or Savings Account.
3. You will need to include voided check or a typed letter (on bank letterhead) that has the routing and account numbers. Starter checks may not be used.

Can I complete my Payment Election Form online? Where do I send it?

Yes. Please go to www.iLIFEfms.com/paperless.htm, or go to the iLIFE website and click Paperless on the top navigation bar. You will be able to complete and submit the form completely online, with no worries about where to send it.

When will I receive my first Direct Deposit paycheck? Will my timesheet or pay dates change?

Great news! Your iLIFE IRIS timesheets and pay dates will NOT change. You will receive your first paycheck deposited to your account January 12, 2018, the first payday of January 2018.

Will I continue to receive paper checks until the Direct Deposit starts in 2018?

Yes. You will continue to receive your iLIFE IRIS paychecks via paper check until the first pay date of 2018.

Are there any fees charged by iLIFE for Direct Deposit?

No, iLIFE does not charge a fee for you to use Direct Deposit. However, you should check with your banking institution to see if they charge any fees. iLIFE is not responsible for any fees incurred as a result of using Direct Deposit.

