

Casual Payment Process

HIRING OFFICIAL

1. The Casual Payment Center will use the W-4 address for the W-2 and payment address. Please make sure the name and SSN that you verify for the I-9 is the same information on the W-4 and OF-288. All names and SSN's are verified by the Social Security Administration monthly.
2. Provide casual state tax forms for completion (if the Federal W-4 is utilized for both State and Federal write "State & Federal" on the W-4).
3. Provide casual Direct Deposit Information and SF-1199a, Direct Deposit Form (Attachment 5).
4. Follow the OF-288 Audit Procedures (Attachment 2).

Submit the following to the Casual Payment Center:

- Federal W-4
- State Tax form (if applicable)
- Tribal Exemption form (if applicable)
- Earned Income Credit W-5 (if applicable)
- Direct Deposit Form
- Original Audited OF-288
- Approving Official Memo
- Single Resource Casual Hire Form (optional for payment, refer to agency policy)

The following will be returned to the Hiring Unit:

- Original I-9
- Original Crew Time Reports
- Original Incident Behavior Forms
- Original Cargo Manifests

To expedite payment please overnight mail original documents to the Casual Payment Center

CASUAL

1. **The W-4 address will be the official mailing address.** If forms are incomplete or filled out incorrectly, the form will be returned to the casual. Until a corrected form is received by the Casual Payment Center taxes will be withheld at the highest tax rate; marital status of single and zero exemptions.
2. The bank information that you provide is used for payment until you notify the CPC of any check mailing changes (see Attachment 9).

CASUAL PAY CENTER

1. Maintain Federal W-4, State Tax form, Tribal Exemption form, Direct Deposit Form, in the casual's payment file. The payment center will accept a photo copy or fax copy of the Federal W-4, State Tax Form, Tribal Exemption form and the Direct Deposit Sign-Up Form.
2. Maintain a copy of the Single Resource Casual Hire Information Form in the casual's file if provided.
3. Maintain a copy of the Exception Positions brief description of duties documentation.
4. Process payment to the casual within 3-5 days of receipt.
5. Notify hiring unit by email when payment has been processed if requested on the approving official memo.
6. Respond to all inquiries concerning lost checks, unemployment and social security benefits, employment verifications and garnishments.