**MO: SDS: Private Pay**

**Procedure:**

1. Employer contacts Acumen to set up Private Pay payment

2. Agent explains process outlined below and forwards paperwork to employer 1. MO Private Pay Agreement

2. MO Private Pay Request Form

3. MO Private Pay Auto-Withdrawal Form

3. Employer submits signed MO Private Pay Agreement form

1. Employer establishes account for auto-withdrawal as part of the set up by completing the MO Private Pay Auto-Withdrawal Form

4. Private pay hours are submitted to Acumen on a Private Pay Request form 5. Acumen will process the hours, holding payment until successful auto-withdrawal is completed 6. Acumen will attempt auto-withdrawal of funds. Amount includes:

1. Employee’s gross pay

2. Employer taxes and Workers’ Compensation

3. Acumen fee ($21.12 per employee per pay period)

7. Once auto-withdrawal is received and cleared, Acumen will release the payment to the employee

1. If auto-withdrawal is unsuccessful, Acumen will contact employer to resolve the issue 2. Private Pay payment will be provided to the employee by same means as employee's regular payments (DD, paper, PC)