

Casual Payment Center
A Service First Organization
Casual Payment Process

HIRING OFFICIAL

1. The Casual Payment Center will use the W-4 address for the payment and correspondence address. Please make sure the name and SSN that you verify for the I-9 is the same information on all forms. All names and SSN's are verified by the Social Security Administration monthly.
2. Provide the casual with 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 the casual with Direct Deposit Information, Direct Deposit Form, or EFT Waiver if qualified.
4. Document any M&IE and/or POV mileage entitlements for qualifying casuels on the Approving Official Batch Memo or the Travel Worksheet if applicable.
5. Follow the OF-288 Audit Procedures.

Submit in the following order to the Casual Payment Center:

- Approving Official Memo (with a list of casuels included)
- Audited OF-288 with the original Time Officer signature
- Travel Worksheet (if applicable)
- Federal W-4
- State Tax form (if applicable)
- Tribal Exemption form (if applicable)
- Direct Deposit Form or EFT Waiver
- FEHB Conditional Offer

To expedite payment please overnight documents to the Casual Payment Center:

NATIONAL INTERAGENCY FIRE CENTER
CASUAL PAYMENT CENTER MS 270
3833 S DEVELOPMENT AVE. BOISE ID 83705-5354
PHONE: 877-471-2262 FAX: 208-433-6405

The following hiring documents are not retained at the CPC and will be returned to the Hiring Unit:

Originals of I-9s, Crew Time Reports, Incident Behavior Forms, and Single Resource Casual Hire Forms.

CASUAL

1. **The W-4 address will be the official mailing address.** If forms are incomplete or filled out incorrectly, they will be returned to the casual without updating their profile information.
2. The bank information that you provide is used for payment until you notify the CPC of payment destination changes.
3. Review timesheets thoroughly before signing.

CASUAL PAYMENT CENTER

1. Maintain Federal W-4, State Tax, Tribal Exemption, and Direct Deposit/EFT Waiver Forms, FEHB Conditional Offer, and Travel Worksheets in the casual's payment file.
2. Maintain a copy of the Exception Position's description of duties documentation with the OF-288.
3. Process payment to the casual within 5 business days of receipt.
4. Notify hiring unit when there are questions on timesheets received.
5. Notify hiring unit by email when payment has processed if requested on the Approving Official Memo.
6. Respond to all inquiries concerning casual payments, lost checks, unemployment/social security, employment verifications, W-2 requests, ECI requests, deceased casuels, and garnishments.

***Feel free to call us with questions at the number listed above, or visit our website at
https://www.nifc.gov/programs/programs_PaymentCenter.html***