**Casual Payment Center**

A Service First Organization

**Casual Payment Process**

**HIRING OFFICIAL**

1. The Casual Payment Center (CPC) will use the W-4 for the payment and correspondence address. Please make sure the name and SSN that you verify for the Form I-9 is the same information on all forms. All names and SSNs are verified by the Social Security Administration monthly.
2. Provide the casual with W-4 and state tax forms (if applicable) for completion (*W-4 can no longer be used to update state taxes as of 2020*).
3. Provide the casual with Direct Deposit form or EFT Waiver (each calendar year) if qualified.
4. Provide the casual with FEHB Conditional Offer form each calendar year.
5. Document any M&IE and/or POV mileage entitlements for qualifying casuals on the Approving Official Batch Memo, OF-288 or the Travel Worksheet if applicable.

**Submit in the following order to the Casual Payment Center:**

* Approving Official Batch Memo with a list of casuals included (electronic signatures accepted)
* Audited OF-288 with Time Officer signature (electronic signatures accepted)
* 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

Email documents through the DOI network to: casualpay@blm.gov.

If a secure email DOI domain is not available, please overnight documents to the Casual Payment Center:

**National Interagency Fire Center**

**Casual Payment Center MS270**

**3833 S Development Ave Boise ID 83705**

**Phone: 877-471-2262 Fax: 208-433-6405**

**The following hiring documents DO NOT need to be included with submitted OF-288s/forms:**

 Form I-9s, Crew Time Reports, Incident Behavior Forms, Single Resource Casual Hire forms and Resource Orders.

**XG**

**CASUAL/AD**

1. Always indicate address where you *receive your mail* on all forms submitted to the CPC (W-4, State Tax forms, Direct Deposit form, etc.). 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, Travel Worksheets and OF-288s 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 casuals, and garnishments.