

DIRECT DEPOSIT OR PAYROLL DEBIT CARD ELECTION FORM

I, _____ [print name], elect to receive my wages through:
[you must select one of the options below, either direct deposit or the payroll debit card].

Direct Deposit to my account in the financial institution of my choosing:

Name on Account _____

Financial Institution _____

Routing Number _____

Account Number _____

Please carefully confirm the information provided to assure your wages reach the correct account.

Payroll Debit Card

You will be issued a Payroll Debit Card. Your wages will be credited to that card each payday and available for you to withdraw. (See Disclosures below.)

Unless you have previously elected Direct Deposit, failure to return this form within thirty (30) days of the date issued _____, will result in your wages being paid through the Payroll Debit Card option.

You may choose whichever option you prefer. You may also change your election at anytime in the future by submitting a new, completed election form to the Business Office. The change will occur no later than one (1) additional pay period after you submit the required information.

There may be no intimidation, coercion, or threat of discharge or reprisal for your choice between direct deposit and the payroll debit card options. Should you feel this standard is being violated, please immediately notify the Superintendent in writing.

Employee Signature

Date

Disclosures

The following information relates to the Payroll Debit Card Option:

- A. You will be allowed to make at least one (1) withdrawal or transfer without charge each pay period, but not more frequently than once per week, for any amount you elect up to the balance accessible through the card.
- B. If the payroll debit card is used outside the specified network of automatic teller machines, both the payroll card issuer and the operator of the automatic teller machine may impose charges.
- C. There will be no changes in fees or terms of service unless you receive a written notice at least twenty-one (21) days in advance of the date that the changes take effect identifying the changes.
- D. You make an unlimited number of balance inquiries without charge. This may be either electronically or by telephone, based on the procedures of the card provider.
- E. The card is not linked to any form of credit, including a loan against future pay or a cash advance on future pay.
- F. The payroll debit card does not provide access to any savings or checking account you may have.

The attached document from the payroll debit card provider also provides information you should review prior to making your selection, including:

- A. The terms and conditions for use, including an itemized list of any and all fees.
- B. The methods for accessing wages without charge.
- C. The methods to obtain free balance inquiries.

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