



# Payroll Choices Authorization Form

Employee ID or WIN #: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Check Applicable Box

Direct Deposit to a Bank Account

Payroll Debit Card with Pre-Check® option

**If no election is made a Payroll Debit Card will be issued to you automatically. Please return this form to payroll located in the Seibert Administration building room 1270.**

## Complete for Direct Deposit to a Bank Account Choice

I would like my wages/salary deposited to the following bank account:

**Bank Account**  Checking  Savings

If deposit is going to your checking account, attach a check. Print void across the front of the check. For savings, please obtain the correct transit routing and account number from your financial institution.

BankName: \_\_\_\_\_

Routing Number: \_\_\_\_\_ Account Number: \_\_\_\_\_

## Complete for Payroll Debit Card Choice

I authorize my wages/salary to be deposited to my Payroll Card account. I understand I can receive all of my pay in full without cost each pay period by requesting an over-the-counter cash withdrawal from a bank teller at any Visa® branded bank. I also understand that I may use the Pre-Check option to access my full pay without any program fees but I understand that third party check-cashing fees may apply. I understand there is no fee for Signature Point of Sale (POS) purchases, phone purchases and internet purchases and that I can access my account balance for free online. Review the Schedule of Fees for complete information.

Please enroll me in the Payroll Card option.

*The USA Patriot Act is a federal law that requires financial institutions to take certain actions to verify account holder information for all accounts on file. In order to comply with this requirement, Citibank® may ask for all or some of the following information: your full name, address, date of birth, Tax Identification Number (SSN or Alien ID) and other information that will allow it to process ID and Office of Foreign Assets Control (OFAC) Verification, if it does not already have this information on file. Additional documents may also be requested for identity verification.*

## Payroll Authorization

I hereby authorize direct deposit of my net pay by my employer into the account and financial institution above. I understand a deposit will be made each payday unless I terminate this agreement in writing. If my employer deposits funds into my account in error, I authorize my employer to either debit my account for an amount not to exceed the original amount of the credit or direct Citibank to debit my account accordingly. This authority will remain in effect until I have filed a new payroll election, or until revoked by me in writing or upon termination of my employment. If I elect the Payroll Card Program, I authorize Citibank to deduct any applicable fees from the available balance of my Payroll Card account, per Citi's Cardholder Terms & Conditions.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SCHEDULE OF FEES

Description	Fee
<b>In-Network ATM Withdrawal (domestic)</b>	<b>No Fee</b>
<b>ATM Balance Inquiries</b>	<b>No Fee</b>
<b>Over-the-Counter Cash Withdrawal (Bank Teller Cash Withdrawal)</b>	<b>No Fee</b>
<b>First Pre-Check per Pay Period</b>	<b>No Fee</b>
<b>Point-of-Sale (POS) Signature Transactions</b>	<b>No Fee</b>
<b>Point-of-Sale (POS) Decline Fees</b>	<b>No Fee</b>
<b>Visa Bill Pay; Text Message Notifications; Customer Service</b>	<b>No Fee</b>
Out-of-Network ATM Withdrawal Fee (domestic)	\$2.00 per transaction
International ATM Withdrawal Fee (Outside of the US)	\$3.50 per transaction
ATM Withdrawal Decline Fee	\$0.50 per incident
Pre-Check Usage (After first free)	\$2.00 per transaction
Pre-Check Stop Payment	\$20.00 per incident
Purchase Declines (per declined transaction)	\$0.50 per incident
PIN Point-of-Sale (POS) Transaction Fee	\$0.25 per transaction
International Transaction Fee <sup>1</sup>	3.0% per transaction
ACH Withdrawal Fee (Electronic transfer to personal bank account)	\$1.50 per transaction
Card Replacement Fee - Standard Delivery	\$6.95 per request
Card Replacement Fee - 3 Day Express Delivery	\$20.00 per request
Additional (Secondary) Card Fee	\$6.95 per request
Inactive Account Fee <sup>2</sup> (if applicable)	\$3.95 per month
<sup>1</sup> International Transaction Fee: A 3% fee will be applied to all transactions made outside the United States. This fee is included in the total amount of the settled transaction. See the Terms of Use for additional information regarding Foreign Transactions.	
<sup>2</sup> Inactive Account Fee: Subject to applicable law, a monthly inactivity fee will be applied to all accounts, provided that the fee for months 1-6 will not be collected until the 6 month anniversary date. Fees thereafter will be collected monthly. Fees will be waived if the following criteria are met: 1) There have been funds added to your account in last 3 months; 2) There have been purchases made with your account in last 3 months. The charge will be recurring each month unless the account is active as stated in (1) and (2) above or the balance of the account is \$0.00.	