

**UNIVERSITY OF LOUISVILLE
REQUEST FOR DIRECT DEPOSIT
/PLASTIC PAY CHECK FORM**

Note
All employees hired after January 1, 2001 must have their net pay electronically deposited as a condition of continued employment.

Instructions:

Please complete the appropriate sections of this form. Incomplete or missing information will delay processing. Please be sure to include a voided check if you are requesting to begin or change your direct deposit. The completed form should be returned to: University of Louisville Payroll Office, 1980 Arthur Street, Louisville, Kentucky 40208-2772. Any questions should be directed to payroll@gwise.louisville.edu.

PERSONAL INFORMATION

Direct Deposit _____ Plastic Pay Check _____ (Please initial your choice)

Employee Name: _____ Date: _____

Employee ID: _____ Social Security Number _____

Phone Number: _____ E-mail Address: _____

Home Address _____

City _____ State _____ Zip _____

Home Department Name: _____

Pay Basis: ___ Monthly ___ Biweekly Date of Birth _____

REQUEST TO BEGIN/CHANGE DIRECT DEPOSIT

(A VOIDED CHECK OR XEROX COPY OF CHECK FROM THIS ACCOUNT MUST BE INCLUDED WITH THIS REQUEST)

Bank Name: _____

Account Number: _____ Acct Type: ___ Checking ___ Savings

Routing Number: _____

REQUEST TO STOP OR CHANGE DIRECT DEPOSIT/PLASTIC PAY CHECK

Bank Name: _____

Account Number: _____ Acct Type: ___ Checking ___ Savings

Routing Number: _____

Please initial here _____
to stop plastic paycheck.

ACKNOWLEDGEMENT AND AUTHORIZATION

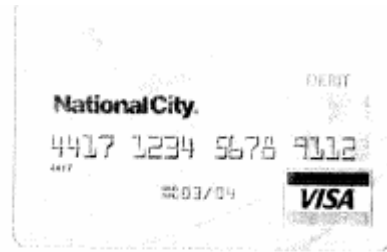
I hereby authorize the University of Louisville, acting as my agent, to deposit my net pay each pay period and until further notice, in the account identified above.

I acknowledge that:

- Provided my respective financial institution has adequate electronic transfer facilities, my net pay will be deposited on the morning of each official university pay day;
- In order to remain eligible for this service, I will notify the Payroll Department of any changes to this authorization at least one complete **pay period prior to the next deposit**; and,
- The university may cancel this service if it is determined that frequent alternations to this agreement are initiated in order specifically to avoid anticipated financial responsibilities.
- I agree and understand that if I need to terminate my direct deposit that I have three (3) business days to provide a new direct deposit form or I will be issued a stored value debit card/plastic paycheck for electronic transfer of my net pay.

Employee Signature: _____ Date: _____

**UNIVERSITY OF LOUISVILLE
REQUEST FOR PAYMENT
OF NET PAY
BY PLASTIC CHECK**



I hereby authorize the University of Louisville, acting as my agent, to provide my net pay each pay period by using a reloadable plastic check managed by National City Bank.

I understand:

- My net pay will be automatically loaded onto my plastic paycheck every payday morning. The net pay for subsequent payroll cycles will be added to the existing balance on my plastic paycheck.
- I have free unlimited around-the-clock use of National City money machines. Use of non-National City ATM machines will incur a \$1.75 charge from National City and a subsequent charge added by the financial institution which manages the non-National City ATM equipment.
- I will receive one free transaction **per pay period** which can be used during an “in bank” visit to “cash out” my plastic paycheck balance at a National City bank. A second “in bank” visit between paydays will incur a \$3.50 charge.
- An actual bank account **has not** been established for me. An “in bank” withdrawal requires me to indicate to the bank teller the specific amount to be deducted from my plastic paycheck. The Payroll Office and National City Bank tellers do not have access to my plastic paycheck information; consequently, before I make a total “in bank” withdrawal, I must personally obtain my existing account balance by on-line computer access or through an ATM/money machine balance inquiry.
- My plastic paycheck may be used, without charge, anywhere a Visa card is accepted. Each time the card is used, the amount that is spent will be deducted automatically from the balance remaining on my card.
- I can freely purchase goods and services at point-of-sale terminals within stores (including cash back options). These transactions will be either “Debit” or “Credit” depending upon the merchant’s sales terminal equipment.
- My plastic paycheck is based upon my employment and is not transferable. I understand it is my responsibility to call (888) 595-0501 to report a lost or stolen card and order a replacement. Replacement of a lost plastic paycheck will cost \$10.00 and 10 to 14 calendar days are required for the bank to replace my plastic paycheck.

Information for Individuals Who Believe They Are Unable To Have Access to a Traditional Bank Account

For a variety of reasons, there are a small number of people who have not participated in the Direct Deposit Program because they are unable to secure an account at a bank or other financial institution. The University of Louisville has surveyed area financial institutions which may be able to offer products to individuals who may otherwise not have access to banking products.

The list may not represent all financial institutions which may have products for individuals who otherwise cannot use traditional banking products. Employees may identify additional financial institutions not on this list which may meet their banking needs and which will allow them to participate in the Direct Deposit program. Employees should contact the financial institutions listed below (or others they have identified) to determine if whether a banking product best meets the employees needs. The university does not warrant or guarantee any product offered by the banking institutions listed below. The university has provided this list as a service and convenience to employees.

Financial Institution	Contact	Phone
Bank One 312 S. 4 th Street Louisville, Kentucky 40202	Michelle Culwell	566-2721
Kentucky Telco University Center Belknap Parking Garage 2126 South Floyd Street, Ste. 200 Louisville, KY 40208-2771	Frankie Boone or Terona Huff	852-6711
Republic Bank 601 West Market Street Louisville, Kentucky 40202	Kenneth B. Fox	588-1035