



# PAYROLL DEBIT CARD ENROLLMENT

## ENROLLMENT FORM & DASH PAYCARD EMPLOYEE PACKET

All employees are required to participate in payroll direct deposit. Employees' pay will be deposited into the account(s) of their choice. These accounts are setup and managed by the employee through the Employee Dashboard. Alternatively, employees may voluntarily elect to direct deposit all or part of their pay to a payroll debit card through Dash Paycard by submitting the enclosed enrollment form to the Payroll Department.

Please note, employees who do not complete the direct deposit setup by their third regularly scheduled paycheck, will be required to meet with Payroll to complete the direct deposit setup or enroll in the Dash Paycard program prior to receiving their check.

### EMPLOYEE INFORMATION

**Legal Name:** \_\_\_\_\_ **CWID:** \_\_\_\_\_  
First, Middle, Last

**Social Security Number:** \_\_\_\_\_ **Date of Birth:** \_\_\_\_\_  
mm/dd/yyyy

**Mailing Address:** \_\_\_\_\_ **Apt #** \_\_\_\_\_  
Street Address  
 \_\_\_\_\_  
City State Zip Code

**Phone Numbers:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_  
Mobile ( )  
Home ( )

### AUTHORIZATION AND CONSENT

INITIAL BELOW:

\_\_\_\_\_ **YES!** I want to receive a Payment Card for my Employer to submit payment to my card account.

\_\_\_\_\_ I understand that this card was provided to me as an option by my Employer.

\_\_\_\_\_ My Employer has provided me with information from Dash Paycard, including a list of fees associated with this card that will be deducted from the card balance. I have reviewed these documents and have been given a copy to retain for future reference.

\_\_\_\_\_ I hereby authorize my Employer to act as my agent to submit my application for the Payment Card to the issuing Financial Institution of the Payment card, and to the Terms and Conditions governing my use of Payment Card that I will receive at the time I receive my card. I understand that this authorization replaces any previous authorization relating to my employer's payment to me, and unless terminated by my Employer or issuing Financial Institution, this authorization will remain in full force and effect until my Employer has received written notification from me of its termination in such time as to afford it a reasonable opportunity to act, I have terminated the Payment Card as provided in the Terms and Conditions I received with the card or I have made changes in the Employee Dashboard to the Direct Deposit Setup.

\_\_\_\_\_ Upon approval of my application for the Payment Card, I hereby authorize my employer to deposit payments due to me to my Payment Card and perform the following corrective actions related to my payment card: 1. Correct any funding error made by my Employer to which I am not entitled by submitting a correcting debit to my pay card account through ACH or directly to my pay card account; 2. At my request, submit a request for a change in my pay card account status to lost or stolen (or effectuate a change in the employee's account status to lost or stolen); 3. At my request transfer funds to a newly issued card; This Consent does not allow my Employer to access my cardholder activity detail on my Payment Card without my prior consent.

\_\_\_\_\_ The USA PATRIOT Act is a federal law that requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. You have been asked to provide your name, a valid physical U.S. street address, a telephone number, a date of birth, and other information that will allow us to identify you. You may also be asked to provide documentation as proof of identification. I acknowledge and agree that this authorization may be rejected or discontinued by the issuing Financial Institution at any time.

### SIGNATURES

**Employee:** \_\_\_\_\_  
Print Name: Signature: Date:



# PAYROLL DEBIT CARD ENROLLMENT

## ENROLLMENT FORM & DASH PAYCARD EMPLOYEE PACKET

### STEPS TO ENROLL

1

Review the Dash Employee Packet included with this enrollment packet (page 3-5)  
Complete page 1 of this Enrollment Packet

2

Schedule a time to meet with a Payroll Specialist for the initial card setup.

- ➔ Bi-weekly paid employees should email Sharika Rutledge at [sbrutledge1@ua.edu](mailto:sbrutledge1@ua.edu)
- ➔ Monthly paid employees should email Sonja Kilpatrick James at [skilpatrick@ua.edu](mailto:skilpatrick@ua.edu)

*Payroll is on the 1<sup>st</sup> floor of the HR Administration Building located at 1670 Ruby Tyler Pkwy, Tuscaloosa, AL 35487. The enrollment process will take about 20 minutes, so please schedule an appointment before arriving.*

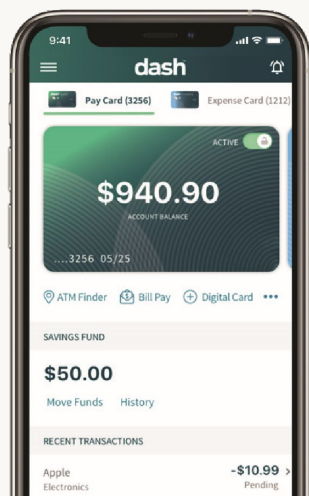
3

Meet with a Payroll Specialist for the initial setup. During this meeting, Payroll will:

- ➔ Provide you with a Dash Paycard
- ➔ Assist with setting up your Dash Paycard as a direct deposit option on the Employee Dashboard
- ➔ Assist with ordering a Dash Paycard with your name on it, if desired.

*No account information will change from the initial card provided by Payroll.*

### NEXT STEPS WITH DASH CARD



Scan the code  or visit [MyDashCard.com](http://MyDashCard.com)



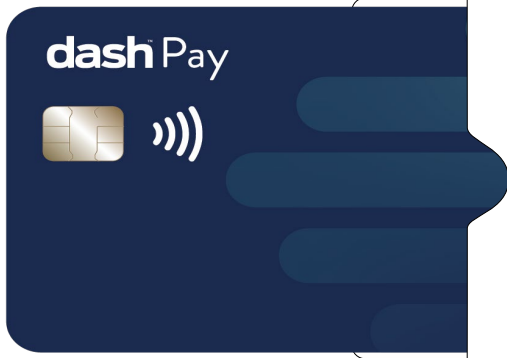
1. **Get the app.** Scan the QR code or search MyDashCard in the app store.
2. **Activate your dash card** in the app using the proxy number provided to you.
3. **Get your money in a dash.**

dash Visa® Prepaid Payment Card is issued by Pathward, N.A., Member FDIC, pursuant to a license from Visa U.S.A Inc. Card may be used everywhere Visa debit cards are accepted. 1Standard text message fees and data rates may apply. 2While this specific feature is available for free, certain other transaction fees and costs, terms, and conditions are associated with the use of this Card. See Cardholder Agreement for details. 3This optional offer is not a Pathward product or service nor does Pathward endorse this offer.

If you requested a dash card with your name,  
**WATCH FOR YOUR NEW DASH CARD**  
TO ARRIVE IN THE MAIL WITHIN 10 BUSINESS DAYS  
OF COMPLETING THE ENROLLMENT WITH PAYROLL.



**Note, for security, this mailed from Dash in an UNMARKED WHITE ENVELOPE.**



## Dash Paycard

### YOUR MONEY YOUR WAY

The Dash Paycard provides you with a more convenient way to receive your wages. Not only will you have faster access to your pay, but you'll save time and money—no more waiting in line to cash checks and no check-cashing fees!



## HELPFUL CARDHOLDER TIPS

### Real-Time Access

Start using your card as soon as you get paid. Make purchases, shop online, pay bills and more.

### Swipe and Sign

No need to use cash for purchases. When paying in-store, swipe your card, choose “credit” and sign your receipt. Signature transactions are always FREE.

### Need cash?

To avoid a potential fee on your card, we recommend using Allpoint® Network ATMs for cash withdrawals. Download the Allpoint® app1 with an easy ATM locator to find one near you.

### Pre-authorizations

Avoid paying for gas at the pump. A hold for a full tank of gas (\$75) will be placed on your card. Pay inside for the gas that you need. In addition, restaurants will run the card for an additional 20% of the pre-tax amount to cover a tip and release funds back to the card after the final settlement.

### Need help?

Call 1-833-848-5768 or visit MyDashCard.com at any time.

**Cards are designed for regular use. They will close after 180 days of inactivity. If your card closes, please contact your employer for account review and re-opening.**



## COMMONLY REQUESTED FEE INFORMATION

You do not have to accept this payroll card. Ask your employer about other ways to receive your wages.

Monthly Fee <b>\$0.00</b>	Per Purchase <b>\$0.00</b> signature <b>\$0.00</b> PIN	ATM withdrawal <b>\$0.00</b> in-network <b>\$3.00</b> out-of-network	Cash reload <b>N/A</b>
ATM balance inquiry (in-network or out-of-network)			<b>\$1.00</b>
Customer service (automated or live agent)			<b>\$0.00 per call</b>
Inactivity (Fee assessed monthly after 180 days of no value loads or transactions)			<b>\$4.95 per month</b>
<b>We charge 4 other types of fees. Here is one of them:</b>			
Card Replacement Lost/Stolen Fee			<b>\$5.00</b>

No overdraft/credit feature.

Your funds are eligible for FDIC insurance.

For general information about prepaid accounts, visit [cfpb.gov/prepaid](https://cfpb.gov/prepaid).

Find details and conditions for all fees and services in the cardholder agreement or call 833-848-5768 or visit [www.MyDashCard.com](http://www.MyDashCard.com).

## FREQUENTLY ASKED QUESTIONS

### How do I get started?

Getting started is easy. Enroll with your employer then activate your card in the mobile app and start using it as soon as you get paid. **Make purchases in stores, shop online, pay bills and more.** No need to use cash for purchases. When paying in-store, swipe your card, choose “credit” and sign your receipt. **Signature transactions are always FREE\*.**

### What is a PIN?

Your PIN is a security code used to verify transactions and get cash from an ATM. If you forget your PIN, call the number on the back of the card to reset it. You have 3 attempts to enter a PIN correctly before it will lock for 24 hours. After 2 incorrect attempts, please stop and call the number on the back of the card to confirm your identity and get your correct PIN. Keep your PIN private and do not share it with anyone.

### Can I use it to purchase gas?

Yes! It is best to go inside and ask the cashier to authorize an amount within the remaining card balance. If you pay at the pump, an average purchase of gas will be pre-authorized since the final amount is unknown. If this amount is more than your card balance, your card will be declined.

### Are there any other types of transaction I should know about?

Yes. Be aware of pre-authorization processes for all “Open End Transactions” associated with merchants that sell goods or services, like **hotels, restaurants, or auto rentals**, where the final amount is unknown at the time the card is authorized. In these transactions, your account may be “authorized” or “have money held” for more than the actual amount of the purchase until the final transaction is complete - meaning that those “authorized dollars” are not available for you to spend elsewhere.

### Will I still receive a pay stub?

Using a paycard won't limit your access to your pay stub. Your employer will continue to be responsible for providing you with a paper or electronic pay stub.

### How can I get cash?

**Use one of the 55,000+ Allpoint ATM Network terminals and withdraw cash with no fees.** Or get cash back when making a purchase for a small fee. Visit [www.allpointnetwork.com](http://www.allpointnetwork.com) to find ATM locations near you.

### Can I transfer funds to my bank account?

Yes. Download the MyDashCard app and follow the prompts to link a bank account and transfer funds.

### What do I do if my card is lost or stolen?

You should call the toll-free customer service number or utilize our mobile app to report a loss or theft. The card will be deactivated and a replacement card will be issued with the account balance transferred to it. You don't have to wait for your replacement to come in the mail, activate a digital card within the app for immediate access.

### What do I do if my card is declined?

Prior to using your card, use the app to check your balance and make sure you have sufficient funds in your account. If you attempt to use your card and it is declined, please contact the number on the back of the card where you will receive information on what caused the decline and steps to have the account re-activated or replaced.

### When do the cards expire?

Each card is issued with an expiration date of three years. If a card is still active two weeks prior to its expiration, a new card will be issued at no charge and mailed to the address on file.

### What if I need help?

Our user-friendly app is the fastest and easiest way to check your balance, transfer funds, and more. Free, bi-lingual cardholder customer service is also available through a user-friendly website AND by phone. This information is on the back of all cards. You can check your balance, transaction history, report lost or stolen cards and settle disputes. Call Customer Service at 1-833-848-5768 or email [support@mydashcard.com](mailto:support@mydashcard.com) for assistance.

## GETTING THE MOST OUT OF YOUR PAYCARD:

Download MyDashCard app to check your balance, view loads and transactions, freeze a lost card, pay bills

Enroll for free\* text message alerts so you know where your card is being

Make sure your contact information is up to date. If you move or change phone numbers, be sure to

### MyDashCard app

Real-Time Alerts

View Transaction History

ATM Finder

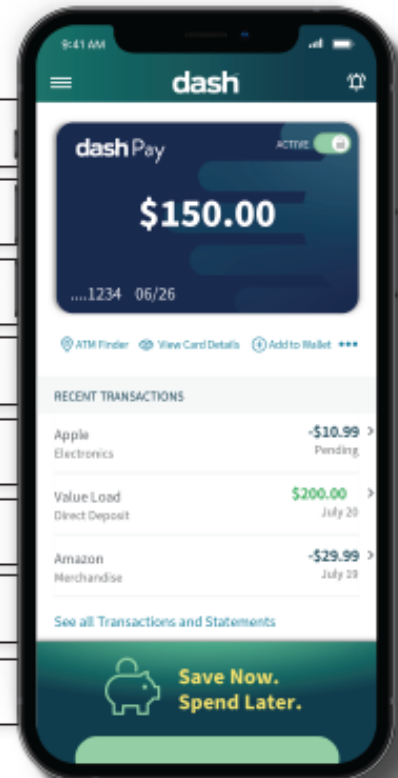
Digital Pay

Free\* Savings Purse

Global Money Transfers

Freeze a Lost or Stolen Card

Cash-Back Earnings and Discount Programs



The MyDashCard mobile app provides a user-friendly way for cardholders to manage their money, whenever and wherever they need to.

Scan to download



\* While this specific feature is available for free, certain other transaction fees and costs, terms, and conditions are associated with the use of this Card. See terms and conditions for more details.



add to your mobile wallet for easy spending



enable real time alerts to track your balance

**dashPerks**<sup>3</sup>

Cashback rewards



View back for Cardholder Tips