

COMDATA PAY CARD CONSENT FORM

Please complete the following consent form to sign up for the Comdata Pay Card. Specify type of request below:

New Card Replacement Card Reactivate Previous Card
 Temp Card (Final Pay) Temp Card (Missed Pay)

Note: For final and missed pay, please fax the consent form, termination form, or off-cycle check request to the Payroll Dept immediately.

Print Name (First & Last): _____

Home Address: _____
Street City State Zip Code

Please note that the address provided above will be used as your mailing address for payroll records.



By signing below, I consent to receive my wages by electronic transfer to my Comdata card. I acknowledge that my employer has provided me a copy of the cardholder agreement, and I have read, understand and agree to all of the terms in the cardholder agreement. I also understand and agree to the fees that I will incur using the Comdata card.

Print Name (First & Last): _____

Signature: _____

Date: _____

Phone number: _____ (Required)

Date of Birth: _____ (Required)

COMDATA CARD CONSENT FORM

(Employee Copy)

The following fees will be deducted from your Comdata Card balance for each transaction after your first free transaction each payday:

Fee Type (US)	Amount	Fee Type (International)	Amount
POS Purchase U.S. Fee (Credit Transaction) Use as "Credit" Always sign your name to your receipt – FREE transactions!!!	FREE	POS Purchase International Fee (Credit Transaction) Use as "Credit; Always sign your name to your receipt – FREE transactions!!!	FREE
POS Decline U.S. Fee (Credit Transaction)	\$0.25	POS Decline International Fee (Credit Transaction)	\$0.00
POS Purchase U.S. Fee (PIN Transactions)	\$0.25	POS Purchase International Fee (PIN Transactions)	\$0.25
POS Decline U.S. Fee (PIN Transaction)	\$0.25	POS Decline International Fee (PIN Transaction)	\$0.25
POS Balance Inquiry U.S. Fee	\$0.00	POS Balance Inquiry International Fee	\$0.00
POS Refund U.S. Fee	\$0.00	POS Refund Fee International Fee	\$0.00
Cash Disbursement U.S. Fee <i>(at participating Master Card Banks – Branded Only Card)</i>	\$3.00	Cash Disbursement International Fee <i>(at participating Master Card Banks – Branded Only Card)</i>	\$10.00
ATM Withdrawal U.S. Fee	\$1.40	ATM Balance Inquiry/Decline International Fee	\$2.50
ATM Balance Inquiry/Decline U.S. Fee	\$1.25	ATM Withdrawal International Fee	\$2.50
Additional Cardholder Fees:			
Comchek Draft Fee	\$1.50	Monthly Statement On Line	\$0.00
VRU & Bi-Lingual Customer Service & Cardholder Web Access	FREE	Monthly Maintenance	\$0.00
Automatic Direct Deposit Fee	\$0.30	Direct Deposit VRU	\$0.30
Replacement Card via Mail – Through Comdata Customer Service; this is only allowed if you want your name embossed on a card	\$5.00	Invalid Claim Fee	25.00

Comdata will notify you of any changes in these Comdata Fees.

ATM owners outside of Comdata's surcharge free ATM network and other places where you use your Comdata Card may charge fees (even for a balance inquiry without completing a funds transfer) that will be deducted from your Comdata Card balance.

If you use your Comdata Card outside the United States, or if you obtain funds (or make a purchase) in a currency other than US Dollars (the currency in which your Comdata Card is issued), then the amount deducted from your funds will be converted into US Dollars by the card network. The card network will charge a cross-border fee of .80% and currency conversion fee of .20% (for a total fee of 1% of the transaction amount) to be included in the transaction amount. This card network cross border and currency conversion charge is independent of and in addition to any international fee indicated in the Comdata Fees above.

You will not earn interest on your funds.



Comdata Pay Card Frequently Asked Questions

Q: What is the Comdata Pay Card?

A: The Comdata Pay Card is an electronic alternative to receiving a paper check. Each payroll period, your net pay is deposited onto your Pay Card. You can then use the card to access your money in a variety of convenient ways.

Q: Why are we being offered the Comdata Pay Card?

A: The Comdata Pay Card provides a convenient method of receiving payroll funds for those employees without a bank account or those currently receiving paper checks. With the Pay Card, you will have immediate access to your funds. You will no longer need to pick up your paycheck, and you will always receive your pay on time with no need to worry about lost or stolen paychecks.

Q: How does the Comdata Pay Card benefit me?

A: There are many benefits associated with using the Comdata Pay Card.

- Immediate access to funds
- No longer stand in line to cash your check
- Eliminate the need to come in on your day off and pick up your check
- Convenience of a card with no bank account required
- Safer than cash
- Flexible options to access your money
- Eliminate problems associated with lost/stolen checks or late deliveries

Q: How do I sign up for the Comdata Pay Card?

A: Please consult with your manager or payroll administrator for detailed instructions.

Q: How do I get my money with the Comdata Pay Card?

A: There are many flexible withdrawal options.

- ATM Transaction – You may use your card at any ATM with the Cirrus® logo. To make a withdrawal, always select "Withdraw from Checking."
- Point-of-sale PIN-based Debit Transaction – Use your card anywhere that accepts Maestro® debit cards. Always select "Debit" on the card reader and enter your PIN. Many merchants also offer an option for cash back.
- Point-of-sale Signature-based Transaction – If your card has a MasterCard® logo, you can use it at any merchant that accepts MasterCard. You will select "Credit" on the card reader and sign the receipt.
- Comchek Draft – You can register a Comchek draft and use it like a check to pay bills or make a deposit to another account.

You may want to verify the limit by asking the merchant before conducting your transaction.

Q: Can I use my Pay Card at any ATM?

A: Your Comdata Pay Card is accepted at more than one million ATM locations worldwide as part of the Cirrus ATM network. To make a withdrawal, always select "Withdraw from Checking." Some ATM transactions are subject to a fee charged by the ATM owner. However, Comdata offers access to two ATM networks that are free of surcharges – the Allpoint Network and Regions Bank network of ATMs. For help in locating a surcharge-free ATM, please see below or refer to the cardholder information you received with your card.

Note: Comdata fees may still apply to your transaction.

Q: What is an ATM surcharge fee?

A: A surcharge is a fee that the ATM owner charges for use of their machine. However, Comdata has partnered with Allpoint Network and Regions Bank to provide surcharge-free ATM locations. To locate an Allpoint ATM, go to www.allpointnetwork.com. To locate a Regions Bank ATM, go to www.regionsbank.com. If you are not using an ATM within these networks, you may incur additional fees charged by the ATM owner.

Q: How can I check the balance on my Pay Card?

A: You can check your balance at no charge by calling Comdata Cardholder Services at 1-888-265-8228. You can also access your balance information online – see the enclosure in your welcome kit for detailed instructions. You should always check your balance prior to a transaction in order to ensure that you have enough funds available and to avoid being charged a decline fee.

Q: What is a decline fee?

A: A decline fee will be assessed when the balance available on your card is not enough to cover your ATM or purchase transaction amount. When in doubt, you can always contact Comdata toll-free at 1-888-265-8228 to check your balance prior to making the transaction.

Q: Can I use the internet to manage my Pay Card account?

A: Yes, Comdata offers Cardholder Web Services online at www.cardholder.comdata.com. You can use this site to check your card balance, view account activity, set up a direct deposit to multiple bank accounts and more. The first time you visit the site, you will need to register and create a profile. Refer to the materials included with your card for more information on accessing Cardholder Web Services.

Q: What should I do if my Comdata Pay Card is lost or stolen?

A: You should immediately notify Comdata Cardholder Services to report the card missing and have it blocked. Your manager or payroll administrator can provide further details on the process for obtaining a replacement.

Q: What information is required when I call Comdata Cardholder Services?

A: You can contact Comdata Cardholder Services at any time by dialing 1-888-265-8228. When speaking with an agent, you will need to provide your Pay Card number,