



# HAMPTON CITY SCHOOLS

## Electronic Payment

### AUTHORIZATION AGREEMENT FOR ELECTRONIC PAYMENT

I hereby authorize Hampton City Schools and the Financial Institutions named below to initiate deposits and to correct if necessary, debit entries and adjustments for any deposit in error to my checking/savings accounts indicated below. Please verify with your Financial Institution(s) that your first deposit has been successfully deposited into your desired account. This authority is to remain in full force and effect until Hampton City Schools has received written notification from you of its termination in such time and in such manner as to afford Hampton City Schools and the Financial Institution(s) a reasonable time to act on it. \*\*\*For employees who receive reimbursements from accounts payable (mileage, travel, tuition reimbursement, etc.) please be aware that all payments will be made electronically to your net deposit account on file.\*\*\*

\_\_\_\_\_

*Last Name (Please Print)      First Name      M.I.      Employee I.D. / last 4 SSN      Signature      Date*

**Direct Deposit**

Priority \_\_\_\_     **START** Direct Deposit       **CHANGE** Current Direct Deposit       **STOP** Direct Deposit

Bank Name \_\_\_\_\_

Bank Transit ABA Number \_\_\_\_\_

Account Number \_\_\_\_\_

Direct Deposit Amount, % of Net Pay, or Balance    \$ \_\_\_\_\_ %     Balance of Pay

*Account Type (Check One)*     Checking     Savings     Bank Card

**Direct Deposit**

Priority \_\_\_\_     **START** Direct Deposit       **CHANGE** Current Direct Deposit       **STOP** Direct Deposit

Bank Name \_\_\_\_\_

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**FINTWIST Payroll Card**

We partner with FINTWIST by COMDATA to provide a more secure and reliable form of payment than paper checks. With the paycard, your money is available on payday without any check-cashing fees.

**(FOR MORE DETAILED INFORMATION SEE BACK OF THIS FORM)**

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**CARD SPECIFIC INFORMATION**

R/N \_\_\_\_\_

Acct/N \_\_\_\_\_

Paycard Last 4 \_\_\_\_\_

**FINANCE USE ONLY:**

Change Effective Date \_\_\_\_\_

System Updated

\_\_\_\_\_  
*Initial*

**FOR EACH ACCOUNT, STAPLE COPY OF VOIDED CHECK OR ATTACH FINANCIAL INSTITUTION(S) DIRECT DEPOSIT/ROUTING FORM FROM YOUR FINANCIAL INSTITUTION(S) HERE**

## Comdata Payroll Card Pricing – Cardholder Fees

<b>Get Cash</b>	
First ATM Withdrawal after each Load	<b>No Fee<sup>2</sup></b>
Subsequent ATM Withdrawals/in-network ATM	<b>\$1.75<sup>3</sup></b>
Subsequent ATM Withdrawals/out-of network ATM	<b>\$1.75<sup>2</sup></b>
Bank Teller Withdrawal (at participating banks where MasterCard is accepted)	<b>No Fee<sup>1</sup></b>
Cashback with Purchase at Point of Sale, using PIN	<b>No Fee<sup>2,3</sup></b>
<b>Spend Money</b>	
Point of Sale Transactions (PIN or Signature)	<b>No Fee<sup>1</sup></b>
Comcheck Draft	<b>No Fee<sup>4</sup></b>
<b>Account Information</b>	
Customer Service: Web, IVR, or Live Operator (including card balance and transaction history)	<b>No Fee<sup>3</sup></b>
Text Alerts	<b>No Fee<sup>5</sup></b>
ATM Balance Inquiry/in-network	<b>\$1.25<sup>3</sup></b>
ATM Balance Inquiry/out-of-network	<b>\$1.25<sup>2</sup></b>
<b>Other</b>	
Inactivity Fee (after 180 days of inactivity)	<b>No Fee<sup>3</sup></b>
Expired or Lost Card Replacement (one free per year)	<b>No Fee<sup>3</sup></b>
Companion Card (upon request)	<b>\$5.00</b>
ATM Decline	<b>\$1.25<sup>2,3</sup></b>
Point of Sale PIN/Signature Decline	<b>\$0.75</b>
Card-to-Bank Transfer	<b>\$1.00</b>
Cross-Border Currency Fee (International Transactions)	<b>1.1%<sup>6</sup></b>

<sup>1</sup> Available at all banks that participate in the MasterCard network.

<sup>2</sup> ATM operators outside of Comdata's surcharge free ATM network and other places where you use your card may charge fees that will be deducted from your card balance.

<sup>3</sup> Except where a fee for this transaction is prohibited by applicable law or a lesser amount is required by applicable law.

<sup>4</sup> Third-parties may charge you an additional fee to cash a Comcheck.

<sup>5</sup> Your wireless telecom service provider may charge you to receive text messages. Except where a fee for this transaction is prohibited by applicable law.

<sup>6</sup> If you use your card outside of the United States, or if you debit funds or make a purchase in a currency other than US Dollars, the amount deducted from your card will be converted into US Dollars. A charge of 1.1% of the original transaction amount will be deducted from your card in US Dollars. The charge is independent of and in addition to any other transaction fee indicated above. Not all cards are eligible for use outside the United States. For information regarding this feature, please call 1.888.265.8228.

The Comdata® MasterCard® is issued by Regions Bank, pursuant to a license by MasterCard® International Incorporated. Comdata is a registered trademark of Comdata Inc., MasterCard® is a registered trademark of MasterCard® International Incorporated.

## Tarjeta de Nómina Comdata – Cargos para titulares de tarjeta

<b>Obtener Dinero en Efectivo</b>	
Primer retiro de ATM después de cada carga	<b>Gratis<sup>2</sup></b>
Retiros posteriores de ATM /dentro de la red ATM	<b>\$1.75<sup>3</sup></b>
Retiros posteriores de ATM /fuera de la red ATM	<b>\$1.75<sup>2</sup></b>
Retiro por medio de cajero de banco (en bancos participantes que acepten MasterCard)	<b>Gratis<sup>1</sup></b>
Retiro de dinero en efectivo con su compra en el punto de venta, utilizando código secreto	<b>Gratis<sup>2,3</sup></b>
<b>Uso de dinero</b>	
Compra en el punto de venta (utilizando código secreto o firma)	<b>Gratis<sup>1</sup></b>
Comcheck	<b>Gratis<sup>4</sup></b>
<b>Información de su cuenta</b>	
Servicio al cliente: Web, IVR, u Operador (incluyendo el balance de su tarjeta y el historial de transacciones)	<b>Gratis<sup>3</sup></b>
Alertas de texto	<b>Gratis<sup>5</sup></b>
Consulta de saldo ATM dentro de la red	<b>\$1.25<sup>3</sup></b>
Consulta de saldo ATM fuera de la red	<b>\$1.25<sup>2</sup></b>
<b>Otros</b>	
Cargo por inactividad (después de 180 días de inactividad)	<b>Gratis<sup>3</sup></b>
Reemplazo de tarjetas vencida o perdidas (uno gratis al año)	<b>Gratis<sup>3</sup></b>
Tarjeta para compañero o adicional	<b>\$5.00</b>
Rechazo en un ATM	<b>\$1.25<sup>2,3</sup></b>
Punto de venta PIN / Firma declinación	<b>\$0.75</b>
Transferencia de tarjeta a banco	<b>\$1.00</b>
Tarifa transfronteriza/cargo por conversión de moneda (Transacciones internacionales)	<b>1.1%<sup>6</sup></b>

<sup>1</sup> Disponible en todos los bancos participantes en la red de MasterCard.

<sup>2</sup> Podrían cobrar cargos que serán deducidos del balance de su tarjeta, aquellos operadores de ATM fuera de la red de ATM gratuita de Comdata, y otros lugares donde usted llegue a utilizar su tarjeta.

<sup>3</sup> Excepto en donde un cargo por esta transacción sea prohibido por la ley existente o si una cantidad inferior es requerida por la ley existente.

<sup>4</sup> Terceras partes pueden cobrarle un cargo adicional para cambiar un Comcheck.

<sup>5</sup> Su proveedor de servicios de tecnología inalámbrica podría cobrarle al recibir mensajes de texto. Excepto cuando un cargo por esta transacción sea prohibido por la ley existente.

<sup>6</sup> Si usted utiliza su tarjeta fuera de los Estados Unidos, o si se efectúa un débito o hace una compra en una moneda que no sea en dólares estadounidenses, el monto deducido de su tarjeta se convertirá en dólares estadounidenses. Un cargo de 1.1% del monto de la transacción original será deducido de su tarjeta en dólares estadounidenses. El cargo es independiente de y en adición a cualquier otro cargo de transacción indicado anteriormente. No todas las tarjetas son elegibles para su uso fuera de los Estados Unidos. Para obtener información sobre esta aplicación, por favor llame al 1.888.265.8228.

La tarjeta Comdata MasterCard es emitida por Regions Bank, de acuerdo a licencia MasterCard International Incorporated. Comdata es una marca comercial registrada por medio de Comdata Inc. Mastercard es una marca registrada por medio de MasterCard International Incorporated.