



Shawnee State University
 940 Second Street
 Portsmouth, Ohio 45662-4344

Payroll Debit Card Employee Enrollment

I hereby request Shawnee State University to transfer my net pay to a U.S. Bank AccelaPay Visa Card (Pay Card). I understand this card and monthly statement will be mailed to me at the address provided below. Shawnee State University must provide U.S. Bank with social security numbers and home phone numbers in order to establish the Payroll Card account.

Employee Name: _____ ID #: _____

Address: _____

City: _____ State: _____ Zip: _____

Home Phone number: _____ (Area Code) Work Phone number: _____ (Area Code)

Social Security Number: _____ Date of Birth: _____

Mother's Maiden name: _____

BY SIGNING BELOW:

- 1) I understand Shawnee State University will pay me my compensation by means of a U.S. Bank AccelaPay Visa Card each pay period. If funds to which I am not entitled are available through the payroll card, I authorize my employer to direct U.S. Bank to debit the card in the amount of those funds.
- 2) I understand that I will receive a U.S. Bank AccelaPay Visa Card and may use the card to withdraw cash and make balance inquiries at Interlink® POS locations and to make purchases at merchant locations that accept Visa debit cards.
- 3) I agree that my use of the U.S. Bank AccelaPay Visa Card constitutes my agreement to the terms and conditions that govern the use of the U.S. Bank AccelaPay Visa Card that I will receive at the time I receive the U.S. Bank AccelaPay Visa Card.
- 4) I understand this payment method shall remain in full force and effect unless and until the University has received my authorization for direct deposit in a timely manner so as to afford the University a reasonable opportunity to act upon it. Receipt in Human Resources of such notification seven (7) days prior to a pay date will ensure timely processing.

Employee Signature: _____ Date: _____

Payroll Use Only--

Received in PR on: _____ Enrollment info to USB on: _____ Effective pay date for pay card: _____

C: 3/2007
R: 5/2008