



VISA® PAYROLL CARD

## Employer and User Setup

**ALL FIELDS ARE REQUIRED**

EMPLOYER SET-UP INFORMATION			
Business Name:		Business Address 1:	
Business EIN/TIN:		Business Address 2:	
Business Website:		City:	
Employer Payroll Email:		State:	
Years in Business:		ZIP:	
Type of Business:		SIC Code (if available):	
Business Contact Name:		Contact e-Mail:	
Contact Phone #:		Contact Fax #:	
Total # of Employees:		Estimated Total # of PayCards:	
D&B Number:			
USER SET-UP INFORMATION – USER 1		USER SET-UP INFORMATION – USER 2	
Program Administrator First Name:		Program Administrator First Name:	
Program Administrator Last Name:		Program Administrator Last Name:	
Email:		Email:	
Phone #:		Phone #:	
USER SET-UP INFORMATION – USER 3		USER SET-UP INFORMATION – USER 4	
Program Administrator First Name:		Program Administrator First Name:	
Program Administrator Last Name:		Program Administrator Last Name:	
Email:		Email:	
Phone #:		Phone #:	

EMPLOYER INSTANT ISSUE CARD IMPLEMENTATION	
Company Name On Card (20 characters) <sup>1</sup> :	
Address Cards Will Be Mailed To (Cannot Be a PO Box):	
To Whose Attention Should These Be Shipped?	
Allocated Inventory Amount: <sup>2</sup>	
Reorder Threshold Amount: <sup>3</sup>	
Would You Like to Opt In For Automatic Reorder?	
Number Of Locations Using Instant Issue:	

1. Company name will be followed by the words, "Instant Issue."

2. Amounts over 50 require special approval
3. Maximum amount is 50% of allocated inventory

**As an authorized representative of the above named company ("Employer"), I acknowledge and agree:**

- 1) Employer will ensure that all employees applying for the SmartCash Visa® Payroll Card have been properly identified utilizing US Department of Homeland Security Employment Eligibility Verification, OMB No. 1615-0047;
- 2) Employer certifies the EIN/TIN provided has been issued to the business name listed on this form and is in good standing.
- 3) To provide Motivano with a voided check from a corporate checking account in the name of the business requesting the SmartCash card and a copy of a current business or occupational license.
- 4) Employer will adhere to Automated Clearing House guidelines as to submission of direct deposit information through Employer's bank to provide allowable time for the direct deposit transaction to be applied to the employee account on the date due and that failure to do this may delay the loading of the card;
- 5) For Instant Issue Card Stock in the Employer's possession, Employer agrees to keep the Card Stock in a locked and secure safe, and assumes all liability and fraud risk. Employer agrees to pay \$2.50 per card upon ordering, for any Instant Issue Card Stock.
- 6) Use of the Motivano SmartCash Visa® Payroll Card service is governed by the Motivano SmartCash Visa® Payroll Card - Employer Terms and Conditions, which will be presented for Employer's acceptance at the time of registration on the Motivano SmartCash Employer portal.
- 7) Employer agrees to be invoiced by Motivano for any costs associated with bulk shipping. Standard Express shipping charges will be passed on at cost.

**As part of the application approval process, we will require the following information:**

- Bank Reference:
  - o Bank Name:
  - o Address
  - o Contact Name:
  - o Phone:
  - o How Long a customer:
- Tax return or 1<sup>st</sup> page of a bank statement from 1 year ago
- Corporate Website
- D&B Number

Authorized Representative: (Please Print)	Title:
Signature:	Date: