

ORANGE COUNTY COMMUNITY COLLEGE

PAY CARD AUTHORIZATION FORM

I authorize Orange County Community College to deposit my net pay automatically to a Key Bank Pay Card account each pay date by initiating credit entries to my account electronically or by any other commercially accepted method. If funds to which I am not entitled are deposited to my account, I authorize Orange County Community College to direct Key Bank to return said funds. This authority will remain in effect until Orange County Community College has received written notice from me.

SOCIAL SECURITY NUMBER: _____

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER: _____

DATE OF BIRTH: _____

EMAIL ADDRESS: _____

EMPLOYEE SIGNATURE

DATE

ELECTRONIC PAY STATEMENT INSTRUCTIONS ON REVERSE SIDE

PLEASE NOTE: Per bank procedure, pay card processing (seven business days) requires that the first payroll subsequent to this application produce a PAPER CHECK with the second payroll subsequent to this application initiating the PAY CARD.

SIGNATURE: _____ DATE: _____

SECTION 2: TO BE COMPLETED BY PAYROLL OFFICE

PROCESSED BY: _____ DATE: _____

1st PAYDATE FOLLOWING APPLICATION : _____ PAY CARD DATE: _____

Key2Payroll Schedule of Card Fees

You agree to pay the fees disclosed in this Schedule of Card Fees ("Schedule of Fees"). You also agree that we may deduct these fees and any other charges from the funds on your Card. Any applicable fees for your Card transactions will be charged daily. All monthly fees will be assessed on a monthly basis.

Fee Description	Amount
Monthly Maintenance Fee	No charge
U.S. card purchases (PIN or signature-based purchase)	No charge
Card purchase decline (PIN or signature-based purchase; domestic or international)	No charge
Cash withdrawals at ATMs	No charge at KeyBank ATMs ¹ , \$2.00 at all others ³
Domestic ATM decline	No charge ³
MasterCard over-the-counter cash withdrawal (down to the penny)	Available at any MasterCard member bank (Including all KeyBank locations)
ATM balance inquiry	No charge at KeyBank ATMs ¹ , \$0.50 at all others ³
International ATM withdrawal	\$3.00
International ATM decline	\$0.50
International ATM balance inquiry	\$0.50
Currency conversion on all international transactions	2% of the U.S. dollar amount of the transaction
Text message alerts ²	\$0.10 per text message
Automated customer service balance inquiry	No charge
Live agent customer service inquiry	No charge
Online transaction history (Key2Payroll.com)	No charge
Paper (mailed) transaction history	\$3.00
Replacement card	No charge
Overnight delivery of replacement card	\$25.00
Inactivity Fee	N/A

Limit Description	Amount
Get cash (ATM withdrawal)	\$1,500 per day ⁴
Get cash (PIN point-of-sale cash back)	\$2,500 per day ⁴
Get cash (from a bank teller)	\$7,000 per day
Purchase	\$7,500 per purchase

¹ Please visit key.com/locator for a current list of KeyBank ATMs and branches.

² You may opt in to this feature at Key2Payroll.com. Your telecommunications carrier's standard text messaging rates may apply.

³ When you use an ATM not operated by KeyBank, you may be charged a fee by the ATM operator or any network used (And you may be charged a fee for a balance inquiry even if you do not complete a fund transfer).

⁴ ATM operators and merchants may impose lower limits.



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<https://paystatements.adp.com>

Step 1 – Before you register, help us find you in our records.

Enter Registration Code Call Payroll Office for Code Go
(Ext: 4917, 4919 or 4923)

Step 2 – Before you register, help us find you in our records.

Enter First Name

Enter Last Name

Enter Social Security Number

Re-enter Social Security Number Confirm

Step 3 – Register for ADP Services

Enter Your Contact Information

Enter Your Work Email Address and/or Your Personal Email Address

Select which one you prefer for notification

Personal Mobile – optional

View your user ID and create a password

Enter Password (more than 8 characters long and contain at least 1 letter and 1 number. Passwords are case sensitive.)

Re-enter Password

In case you forget your user ID or password

Select Question 1

Enter Your answer

Select Question 2

Enter the Answer

Select Question 3

Enter the Answer Register Now

Step 4 – Your registration for ADP services is complete

Activate your email and or mobile phone

ADP has sent you a confirmation message

Respond to the message within 24 hours so we can activate your contact information

Did not receive a confirmation message? Contact your organization's administrator for assistance.