

SUNY ORANGE PAY CARD INFORMATION

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1) WHAT IS A PAY CARD

A Pay Card is a debit card to which your employer can deposit your net wages. They will either have a Master Card or Visa logo. The SUNY Orange Pay Card is associated with Key Bank and has a Master Card logo. Pay Cards are also known as Prepaid Debit Cards or Reloadable Debit Cards. The singular difference between a debit card and a credit card is that a debit card is used to pay for items/services with monies you own whereas a credit card is used to borrow monies to pay for items/services.

A Pay Card can be used to purchase (including online) or pay bills (directly to the merchant). A SUNY Orange Key Bank Pay Card can be used anywhere that a Master Card is accepted. It is used in the same manner as any debit card.

For example: When you open a checking account the bank issues to you a debit card to purchase items/services with the monies in your checking account. When you purchase item/services, you purchase by either entering your pin number (referred to as a debit transaction) or sign a receipt (referred to as a credit transaction). Pay Cards function in exactly the same way.

For SUNY Orange Key Bank Pay Cards, all transaction information is available online through www.key2payroll.com with recent transaction history available through the automated voice response system at 866-295-2955.

2) WHAT IS THE BENEFIT OF A PAY CARD VERSUS TRADITIONAL CHECK

- Convenience that comes with eliminating the need to pick up a check or wait for it in the mail.
- Added security that comes from knowing your monies cannot be lost by anyone – department, post office, you – or eaten by your pet.
- In some instances, less fees than are traditionally associated with checking accounts such as minimum balance fees, no activity fees, etc.
- And one of the most under rated benefits of a Pay Card is the availability and simplicity. Everyone is eligible for a Pay Card regardless of age, credit history, prior checking account denials, etc.
- The application process is limited to a few lines and takes less than five minutes.

3) HOW DO I WITHDRAW CASH

BANK TELLER

The Key Bank Pay Card presented to any teller at any bank bearing the Master Card logo will ensure a withdrawal of any/all monies (to the penny).

ATM

The Key Bank Pay Card utilized at any Key Bank ATM will ensure a withdrawal of any/all monies (to the dollar). As with any ATM, monies withdrawn will be in increments (usually greater than the single dollar).

For example: Your card has \$95.25. The ATM distributes in increments of \$10. You will receive \$90 with the remaining \$5.25 left on the card.

KEY BANK LOCATIONS

www.key.com

Select the LOCATION button on the top.

4) HOW DO I TRANSFER THE MONIES ON MY PAY CARD TO MY BANK ACCOUNT

MY BANK HAS A MASTER CARD LOGO

The SUNY ORANGE Key Bank Pay Card presented to a teller at your bank will ensure a transfer of any/all monies to your bank account.

MY BANK DOES NOT HAVE A MASTER CARD LOGO

Monies must be withdrawn at a bank bearing the Master Card logo and deposited at your bank.

5) HOW INVOLVED IS GETTING A CARD

The application requires 7 lines of completion and takes less than 5 minutes.

Link to application:

[Pay Card Application](#)

- **Social Security Number**
- **Date of Birth**
- **Name**
- **Address**
- **Phone Number**
- **Email Address**
- **Signature**

After completion, forward to the Payroll Department. You will receive your personalized Pay Card from Key Bank within seven business days. Once you activate the card and one payroll has passed, all subsequent wages will be available through your Pay Card.

Pay Cards are reissued by Key Bank after three years use. Any Pay Card that remains unused for twelve months will automatically cancel.

6) WHAT SHOULD I DO IF I LOSE MY PAY CARD

If you lose your Pay Card, report your loss to Key Bank Customer Service (866-295-2955) and request a replacement card. Review recent charges with the service representative to determine any fraudulent charges. As your Pay Card is protected through MasterCard zero liability protection, you will be asked to create a claim to recover lost funds.

7) WHY IS IT A KEY BANK CARD

The Key Bank Pay Card was chosen by SUNY Orange because of the college's long standing business association with Key Bank which ensures that your monies are FDIC insured and that there are no fees associated with the normal use of your Pay Card. In some respects, Key Bank has made it more appealing than a checking account that can include lengthy applications, inactivity fees, low balance fees, etc.

8) ARE THERE ANY FEES

There are six non regular use fees which are typical for all debit cards

Non Key Bank ATM	\$ 2.00
International ATM Withdrawal	\$ 3.00
Non Key Bank ATM Balance Inquiry	\$.50
International Currency Conversion	2% of dollar amount
Text Message Alert	\$.10
Expedited Replacement Card Delivery	\$25.00