



HO-CHUNK NATION

EMPLOYEE # \_\_\_\_\_

DEPARTMENT OF TREASURY

PAYROLL DIRECT DEPOSIT/PAYROLL CARD AUTHORIZATION FORM

New  Change  Cancel

Instructions:

- 1. If requesting a BMO Harris Bank MasterCard® Payroll Card, please fill in the Name of Financial Institution as "BMO Harris Payroll Card" and mark the box BMO Harris Bank Payroll Card. The account and routing numbers are generated when the payroll department orders the cards.
2. It is your responsibility to notify the Payroll Department immediately of any changes in your financial institution (i.e. change of account number, closure of account, bank merger, etc.).
3. Attach a voided check, if applicable.
4. You must sign and date the completed form.
5. The form must be completed in its entirety before returning to the Payroll Department.
6. It is your responsibility to notify BMO Harris Bank if your Payroll Card is lost or stolen. A new authorization form is not necessary to receive a new payroll card.

Employee Information

Table with 3 columns: Name, Mailing Address, Phone Number (Area code) number; Social Security Number, City, State, Zip, Date of Birth

First Account – Financial Institution Information – if you would like to receive a portion of your net pay as a paper check and a portion on a BMO Harris Payroll Card, write "Paper Check" for Name of Financial Institution here.

Table for First Account with fields: Name of Financial Institution, Phone Number, Address, Account Number, City, State, Zip, Routing Number, and checkboxes for Checking Account, Savings Account, BMO Harris Bank Payroll Card. Includes a checked box for Net pay after second and third authorized deposits.

Second Account, if Requested – Financial Institution Information

Table for Second Account with fields: Name of Financial Institution, Phone Number, Address, Account Number, City, State, Zip, Routing Number, and checkboxes for Checking Account, Savings Account, BMO Harris Bank Payroll Card. Includes a field for Amount of Deposit: \$ \_\_\_\_\_ or \_\_\_\_\_ % of net pay.

Third Account, if Requested – Financial Institution Information

Table for Third Account with fields: Name of Financial Institution, Phone Number, Address, Account Number, City, State, Zip, Routing Number, and checkboxes for Checking Account, Savings Account, BMO Harris Bank Payroll Card. Includes a field for Amount of Deposit: \$ \_\_\_\_\_ or \_\_\_\_\_ % of net pay.

I authorize you and the Financial Institution(s) listed above to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries made in error to this account.

EMPLOYEE SIGNATURE

DATE

This authorization will remain in effect until cancelled in writing. Original, faxed or electronic copies will be accepted.

Email: tobpayroll.help@ho-chunk.com
P.O. Box 640 ~ Black River Falls WI 54615
(715) 284.1660 ~ (800).779.2873 ~ FAX (715) 284.9972
Updated: July 3, 2014

Treasury Use Only
Entered by: \_\_\_\_\_ Date: \_\_\_/\_\_\_/\_\_\_
Date entered: \_\_\_\_\_
Address over written: N Y

## Important information about BMO Harris Bank MasterCard® Payroll Cards

**To help the government fight the funding of terrorism and money-laundering activities, federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account.**

**What this means:** When you request a Payroll Card for an employee, BMO Harris Bank will ask you for the employee's name, address, date of birth, Social Security Number and other information that will allow us to identify him/her. We may then take additional steps to validate the employee's identity before issuing a Payroll Card.

### Cardholder fees

#### Domestic point of sale (POS)

Signature-based transaction	no charge
PIN transaction	no charge

#### Cash advance

no charge

#### Foreign transaction fee\*

3% of transaction amount

#### ATM withdrawals\*\*

First four (4) withdrawals each calendar month at BMO Harris Bank-branded ATMs	no charge
Additional monthly domestic ATM withdrawals	\$1.50
International withdrawals	\$5.00

#### ATM balance inquiry

\$1.00

**This page must be given by the employer to all employees interested in enrolling in the program.**

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\* For any transaction initiated in a foreign country (whether initiated by the cardholder while traveling or by a foreign merchant for a purchase you make remotely from the United States), the cardholder will be assessed a 3% foreign transaction fee whether or not a currency conversion is required.

\*\* On the first day of every month, the cardholder is credited with four (4) free domestic withdrawals at BMO Harris Bank-branded ATMs. These free domestic withdrawals are applied to the first withdrawals made at BMO Harris Bank branded ATMs during the month and do not apply to non-BMO Harris Bank-branded ATM withdrawals or international withdrawals. Any free withdrawals not used during the month are forfeited. A non-BMO Harris Bank-branded ATM or POS terminal owner or operator may impose an additional fee for use of its terminal.

Payroll Cards are issued by BMO Harris Bank N.A. pursuant to a license by MasterCard® International Incorporated. MasterCard® is a registered trademark of MasterCard® International Incorporated.

Banking products and services are provided by BMO Harris Bank N.A. and are subject to bank and credit approval. BMO Harris Bank <sup>SM</sup> is a trade name used by BMO Harris Bank N.A. Member FDIC.

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## Información Importante sobre Tarjetas de Nómina MasterCard® de BMO Harris Bank

Con la finalidad de ayudar al gobierno a combatir el financiamiento de terrorismo y actividades de lavado de dinero, la ley federal requiere que todas las instituciones financieras obtengan, verifiquen y registren información que identifique a cada persona que abre una cuenta.

**Lo que esto significa:** Cuando usted solicita una Tarjeta de Nómina para un empleado, BMO Harris Bank le pedirá el nombre del empleado, dirección, fecha de nacimiento, Número de Seguro Social y otra información que nos permita identificarle. Sólo entonces podemos tomar los pasos adicionales para validar la identidad del empleado antes de emitir una Tarjeta de Nómina.

### Tarifas de Titularidad de la Tarjeta

#### Punto de Venta Nacional (POS)

Transacción con firma	Sin costo
Transacción con número de identificación personal (PIN)	Sin costo

#### Anticipo de Efectivo

sin costo

#### Tarifa de Transacción Extranjero\*

3% del monto de la transacción

#### Retiros en Cajeros Automáticos (ATM)\*\*

Primeros cuatro (4) retiros cada mes de calendario en Cajeros Automáticos con el logo de BMO Harris Bank Retiros mensuales adicionales en Cajeros Automáticos nacionales	Sin costo
Retiros Extranjero	\$1.50
	\$5.00

#### Consulta de Saldo en Cajeros Automáticos (ATM)

\$1.00

**El empleador debe proporcionar esta página a todos los empleados interesados en inscribirse en el programa.**

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\* Para cualquier transacción iniciada en un país extranjero (ya sea iniciada por el titular de la tarjeta durante el viaje, o por un comerciante extranjero para una compra que usted efectúe de forma remota desde los Estados Unidos), al titular de la tarjeta se le cobrará una tarifa del 3% por transacción extranjero ya sea que se requiera o no una conversión de moneda.

\*\* En el primer día de cada mes, al titular de la tarjeta se le acreditan cuatro retiros nacionales gratuitos en los cajeros automáticos con el logo de BMO Harris Bank. Estos retiros nacionales gratuitos son aplicables a los primeros retiros efectuados durante el mes en los cajeros automáticos con el logo de BMO Harris Bank y no son aplicables a retiros efectuados en cajeros automáticos no operados por BMO Harris (ATMs de terceros) o retiros en el extranjero. Cualquier retiro gratuito que no se utilice durante el mes será anulado. Un cajero automático no operado por BMO Harris Bank o un dueño u operador de terminal de punto de venta (POS) puede imponer una tarifa adicional por el uso de sus terminales. Las Tarjetas de Nómina son emitidas por BMO Harris Bank N.A. de conformidad con una licencia de MasterCard® International Incorporated. MasterCard® es una marca comercial registrada de MasterCard® International Incorporated.

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