

A new way to get paid.



Dear [Employee Name],

Exciting news! [Company Name] is introducing a new way to receive your pay: the ALINE Card by ADP®, a reloadable [Visa®/MasterCard®] prepaid payroll card.

Why the change?

As of [date], we're ending our relationship with, [program name], our current payroll card provider. We won't support that program anymore, and we won't be able to help you resolve issues with [program name]. We also can't guarantee that the program will be compliant with specific state and federal regulations.

What happens next? Choose how to get paid.

On [date], you'll receive materials for the ALINE Pay by ADP® program, including an ALINE Card, two ALINE Checks by ADP® and important information about these pay options. Please review the materials as soon as possible and choose the way you'd like to get paid. To make your choice, go to [URL] by [date].

If you have questions, please contact [department and/or phone number].

Sincerely,

[HR or Payroll Department or Executive Signature]



Activate the ALINE Card.
Go to mycard.adp.com
or call 1.877.237.4321.

If you have the [old card name] and switch to the ALINE Card, the money on your [former program name] will remain available to you until you spend it completely or transfer those funds and close your account by calling the number on the back of your [old card name] card.



Or choose Direct Deposit

To have your pay deposited to an account of your choice, including your current payroll card account (if the issuing bank permits), you must provide the account and routing numbers for your bank account or current payroll card account.



Or choose ALINE Check

If you don't want to receive your pay using the ALINE Card, you can call 1.877.237.4321 to authenticate your ALINE Check. Write the check to yourself for the full amount of your net pay **every payday**, and you may cash it at the issuing bank printed on the ALINE Check without having to pay a fee.

Why choose the ALINE Card?



Your pay is on the card by 9 a.m. every payday—no hassles, no check-cashing fees, no waiting
(Nearly 100% of cardholders received their pay on or before 9 a.m. local time on payday.)



NO FEES for

- monthly service
- minimum balance because no minimum balance is required
- overdrafts because you can only spend what's on your card

(Please refer to your ALINE Card Fee Schedule for list of applicable fees.)



Shop and pay bills in stores, online, in apps, or by phone, everywhere Visa® or MasterCard® prepaid cards are accepted.



Add your ALINE Card to Apple Pay. Pay with a single touch in stores and in apps using Apple Pay®
(After successful provisioning of compatible devices.)



Manage your account securely and while on-the-go with the FREE ADP® Mobile Solutions app or on mycard.adp.com. Set up email and text alerts to know how much you're getting paid, when the funds are available on the card, and monitor your account with real-time transaction alerts.



Add money — pay from other jobs, tax refund, government benefits, and reload your card with cash at Walmart® and thousands of retailers using Reload @ the Register™ or MoneyPak®.

(You must pass an additional validation process online or in the app before you can add money. Green Dot® Network cash reload limits and fees apply. Subject to card and balance limits.)



Order up to 3 extra ALINE Cards to share your account with family.

- For your spouse, children 16 and over, and other trusted family members.

(You and all secondary cardholders must pass an additional validation process, online or in the app.)



Access your money from nearly 70,000 in-network, surcharge-free (\$0) Allpoint®, MoneyPass®, PNC BANK®, and MB Financial Bank® ATMs.

(The number of surcharge-free (\$0) transactions may be limited. Please refer to your ALINE Card Fee Schedule.)

See your Payroll team and sign up for the ALINE Card today!



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