

Bankers Trust MyPayCard Close Card Form

Complete this form to close a *MyPayCard* account. The card(s) will be closed within 60 days of the termination of employment unless requested to be closed earlier as noted in the Card Contingent on Employment section of the *MyPayCard* Terms and Conditions. The employee may continue to use the card during this 60-day period. If there are funds remaining on the card at closing, they can be withdrawn via cash advance or Bankers Trust can issue a cashier's check or Visa GiftCard for the balance. Fees, as disclosed in the *MyPayCard* Service Fee Schedule, will apply.

Employer Name: _____

Employee Name: _____

Please select one:

- Employee was terminated. Termination Date: _____ / _____ / _____
Date to be closed (if requested by employee): _____ / _____ / _____
- Employee requests to close the card. Close Date: _____ / _____ / _____

Please select one:

- Employee will withdraw or use the remaining funds on the card within 60 days.
- Employee would like a cashier's check issued to the mailing address listed on the *MyPayCard* account.
- Employee would like a Visa GiftCard issued to the mailing address listed on the *MyPayCard* account.
(Note: Balance of the *MyPayCard* must be greater than \$45.00.)

Last *MyPayCard* Funding Date: _____ / _____ / _____

Employee Signature: _____ Date: _____ / _____ / _____

Employer Signature: _____ Date: _____ / _____ / _____

Employer Phone Number: _____

IMPORTANT: A Bankers Trust representative will contact the Employer to verify the *MyPayCard* Number.

Please send the completed form to the Bankers Trust Electronic Banking Department:

Email: electronicbanking@bankerstrust.com

Fax: (515) 245-5255

Bank Use Only:

Employee Card Number: _____ Employee ID: _____

Processed by: _____

Date: _____ / _____ / _____ Card Closed: _____ / _____ / _____

Funds Dispersed: _____ / _____ / _____

Electronic Banking
1-800-626-5761

