

# Bankers Trust MyPayCard Maintenance Form

Please complete this form to maintenance a *MyPayCard* account. The request will be processed within three business days after the request is received.

Employer Name: \_\_\_\_\_

Employee Name: \_\_\_\_\_

## Maintenance function requested (please select one):

- Reissue the card:** Bankers Trust will reissue the *MyPayCard* with the same card number. The new card will be sent to the address of the employee listed on the *MyPayCard* account. Request to reissue the card for employee name changes or damaged cards.
- Replace the card:** Bankers Trust will replace the *MyPayCard* with a different card number. The new card will be sent to the address of the employee listed on the *MyPayCard* account. Request to replace the card for lost or stolen cards or if fraud is suspected. The employer will continue to use the same account number for their direct deposit file.

Reason for requesting replacement card (select one):

- Lost       Stolen       Fraud Suspected

*Note: If fraud is suspected contact the Electronic Banking Department immediately.*

## Delivery options (please select one):

- Standard Delivery: (default)** You will receive your new *MyPayCard* in 10-14 days.
- Expedite Card:** Bankers Trust will expedite the delivery of your *MyPayCard*. You will receive your card in 3 - 5 days. Additional fees apply as disclosed in the *MyPayCard* Fee Schedule.

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 forms to the Bankers Trust Electronic Banking Department.

Email: [electronicbanking@bankerstrust.com](mailto:electronicbanking@bankerstrust.com)

Fax: (515) 245-5255

## Bank Use Only:

Employee Card Number: \_\_\_\_\_ Employee ID: \_\_\_\_\_

New Employee Card Number (replacement cards only): \_\_\_\_\_

Processed by: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Electronic Banking  
1-800-626-5761

