

# 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 If there are funds remaining on the card at closing, they can be withdrawn via cash advance or Bankers Trust can issue a cashier's check or Visa GiftCard for the balance.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 Cards-ATM Department:

Email: Cards-ATM@bankerstrust.com

Fax: (515) 247-0025

## Bank Use Only:

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

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Card Closed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Funds Dispersed: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Cards & ATM  
1-844-544-2924



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