



If you are paid through traditional direct deposits, your accounts will soon be managed with Comdata and there will continue to be no fees for direct deposits. You will need to sign the Comdata Consent form to continue to be paid through direct deposits and you will need to receive your Comdata card to manage the direct deposits to your bank account(s).

If you are currently being paid through a Money Network pay card you will soon be upgraded to the NEW Comdata Payroll MasterCard® as your pay card. Your balances from your Money Network cards will not transfer to your NEW Comdata card account.

Once you receive your Comdata card in the mail or from your branch, please visit www.cardholder.comdata.com to access your online account. You will need your card number and activation to register your account.

Some Comdata card features include:

- Manage direct deposit set up to your existing bank account; accounts can be updated, verified and entered through the cardholder web!
- View paystub through cardholder web
- Utilize FREE point-of-sale credit
- Purchase what you need at millions of MasterCard merchant locations
- Cash out 100% of your funds at a participating MasterCard bank
- Access your pay at more than 80,000+ surcharge-free ATMs, nationwide
- Manage funds, obtain balance inquires, and account information through www.cardholder.comdata.com, mobile app, and text alerts

HERE IS A COMPLETE PAY CARD FEE SCHEDULE

ACTIVATION CODE: Employee ID# (9-digit SSN#)

There is **NO CHARGE** for your first transaction of every payday. The following fees will be deducted from your Comdata Card balance after your first transaction.

Cardholder Transaction Types:

Cardholder Fees *(Domestic / International)*

❖ Automatic Direct Deposit Set Up (used as 1 st Free transaction)	No Charge
❖ FIRST TRANSACTION each Pay Period	No Charge
❖ POS Credit (Credit Transaction)	No Charge
❖ Card to Bank Transfer (Manual)	No Charge
❖ Bank Teller Transaction at MasterCard Banks	No Charge
❖ Customer Service (24x7x365 days per year)	No Charge
❖ IVR Number or Cardholder Web	No Charge

❖ POS Debit (PIN Transaction)	\$0.50 / \$0.50
❖ POS Debit (PIN Transaction with Cashback)	\$0.50 / \$0.50
❖ POS Decline or Balance Inquiry	\$0.50 / \$0.50
❖ POS Refund	\$0.50 / \$0.50
❖ ATM Balance Inquiry and/or Decline	\$1.00 / \$4.20
❖ ATM Withdrawals	\$1.50 / \$4.20
❖ Comchek Convenience Check	\$1.50 US ONLY
❖ Replacement Card – via Mail (One free a year, fee applies after 1st)	\$2.00
(Contact your local office for a fast replacement card; Customer Service will block your card to prevent future transactions from occurring)	
❖ Invalid Claim Research Fee	\$50.00

Comdata charges no fees for the following:

Monthly Fees, Dormancy Fees, Overdraft Fees, Minimum Balance Fees, Live Customer Service, VRU or Web Access Fees

You can get your balance any time using text message alerts on your mobile phone. To sign up for text message alerts, follow these 4 easy steps:

1. Log into www.cardholder.comdata.com. If you are a first time user, you must register before logging in.
2. From the navigation pane, select banking and then select text messaging from the drop down menu.
3. Provide your mobile phone number.
4. Once you review the terms, please agree and click submit.

Once you submit your number, you will begin receiving text message alerts each time your card is loaded or a purchase is made.

Please read below for other helpful information.

Comdata will notify you of any changes in these fees.

Interest is not earned on your funds.

ATM owners outside of Comdata surcharge free ATM network and other places where you use your Comdata Card may charge fees that will be deducted from your Comdata/Ceridian Card balance.

If you use your Comdata Card outside of the US, or if you make a purchase in a currency other than US please read below:

The amount deducted from your funds will be converted into US Dollars by the card network. The card network will charge a cross-border fee of .80% and currency conversion fee of .20% (for a total fee of 1% of the transaction amount) to be included in the transaction amount. This card network cross border and currency conversion charge is independent of and in addition to any international fee indicated in the Comdata Fees above.