

# INDIANA

The New Indiana Visa® Debit Card



## Important Notice to Employees Currently not on Direct Deposit for Receiving their Paycheck

Soon the state of Indiana will no longer be printing paper checks for state employee's payroll payments. This will mean all payroll payments posted by the State will be sent to employees electronically, either by direct deposit or by using the new Indiana Visa Debit Card. The State would like to give all employees a chance to choose which method of electronic payment they would prefer.

### Why are we making this change?

- Electronic payments are safer, eliminating the possibility of a check being lost or stolen.
- Electronic payments allow employees greater accessibility to receive their payments during natural disasters or other homeland security issues that could interrupt the printing and distribution of paychecks.
- Electronic payments will reduce the State's costs associated with paper, printing, and transportation usage.



The Indiana Debit Card is issued by National City Bank pursuant to a license from Visa U.S.A. Inc.

### What does this mean for you?

It means that you will no longer receive a printed check from the State for your bi-weekly payroll payments. You are being asked to choose between having your payments deposited into your personal checking or savings account or to receive payroll payments via the new Indiana Visa Debit Card.

### What are my choices?

**Direct Deposit** – Allows your paycheck to be deposited directly into your personal checking or savings account. If you choose to have direct deposit, you must fill out state form 43591 (Payroll Direct Deposit) and submit it to your HR/Payroll coordinator and direct deposit will begin with your next pay. If you have not submitted your direct deposit form to your agency by June 15, 2009 you will receive an Indiana Visa Debit Card in the mail. If you have questions about direct deposit please contact your agency payroll department.

If at any point you wish to start direct deposit after being paid through an Indiana Visa Debit Card, please submit your payroll direct deposit form to your agency payroll/HR department and your direct deposit will begin and your payroll will stop posting to your Indiana Visa Debit Card.

If at any point you stop your direct deposit, you will receive a pay check for one payroll cycle and then you will receive an Indiana Visa Debit Card in the mail and will be paid through the Indiana Visa Debit Card. New hires may receive a paper check for their first pay period. Terminated employees will receive a paper check for their final pay period.

**Indiana Visa Debit Card** – The Debit Card account is a good alternative if you do not have a personal banking account. The new debit card service will provide you with automated notification via phone, when a deposit is posted to your debit card account. Additional information about the Indiana Visa Debit Card can be found on the Frequently Asked Questions document included with this letter. This information is being provided to allow you to make an informed decision about which method of electronic payment will be right for you. If you have any questions about the new Indiana Visa Debit Card, please call the customer service line at 1-888-393-5866.

### Next Steps

Once you have reviewed the two options for receiving your payroll payment please notify your agency HR/Payroll coordinator and either fill out the required direct deposit form so you may start receiving pay directly deposited into your bank account, or if you would like to utilize the Indiana Visa Debit Card, please notify your agency HR/Payroll coordinator of your decision. If you do not notify your HR/Payroll coordinator, you will be automatically enrolled. No other paperwork will be required as you will then be automatically set up to receive the new Indiana Visa Debit Card and all future payments will be on that card.