MICHIGAN PAYROLL CARD FACT SHEET

* You must obtain an employee’s written consent to pay the employee by payroll card, unless you are paying one or more employees by payroll card as of January 1, 2005
* You must provide employees with a written form that allows employees to receive payment through direct deposit or payroll card
* You must provide employees with, in writing:
	+ The terms and conditions of use of the payroll card account
	+ An itemized list of any and all fees associated with the use of the payroll card account
	+ The method of accessing wages without charge
	+ A statement that if the payroll card is used outside of the specified network of automated teller machines, both the payroll card issuer and the operator of the ATM may impose charges
	+ The methods to obtain free balance inquiries
	+ Notice of the employee’s right to change payment methods at any time
	+ That the payroll card does not provide access to a checking or savings account
* Employees must be permitted to make at least one transfer or withdrawal without charge, up to and including the full balance of the account, per pay period (but not more than once a week)
* Upon an employee’s request, you must change the employee’s method of receiving wage payments within one pay period of receiving the request
* You may not make any changes to the terms and conditions or fees associated with use of the payroll card without notifying employees in writing, at least 21 days prior to the change
* Employees must be permitted to make an unlimited number of balance inquiries without charge, by phone or electronic means
* You may not link the payroll card account to any type of credit
	+ No cash advances for future pay
	+ No loans against future pay
* You may not require employees who elect to use payroll cards to pay any fees incurred by you, as the employer