VIRGINIA PAYROLL CARD FACT SHEET

* Employees hired before January 1, 2010 must consent in writing before receiving wage payments by payroll card
* For employees hired after January 1, 2010, you may pay wage payments by payroll card if the employees fail to provide bank information for direct deposit, without the written consent of the employee
* You must provide a written statement of the terms and conditions of the payroll card, including a list of all applicable fees
* Employees must be able to make one transfer or withdrawal per pay period in any amount, without cost
* You must provide the employee with a statement of gross wages and amount and purpose of all deductions during any pay period, upon request
* You must use a network-based payroll card system