



DEBIT CARD ENROLLMENT FORM

***Submit this form to your Employer for debit card enrollment.**

Personal Information

Employer _____

Name _____ SSN _____

Address _____ City _____ State _____ Zip _____

Birth Date ____/____/____ Male Female Married Single

Email Address _____

Spouse Information (complete only if your employer allows spouse cards)

Name _____ SSN _____

Birth Date ____/____/____

Cardholder Use Acknowledgement

1. The holder of the card will have sole liability and responsibility for lost or stolen cards. Lost or stolen cards may be reported to Allegiance Benefit Plan Management during regular business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m. Mountain Standard Time), however, neither Allegiance nor the Plan Sponsor/employer will be liable for any use or misuse of lost or stolen cards.
2. The holder of the card will be solely liable for any consequences/charges resulting from misuse of the card, including but not limited to any federal tax sanctions or assessments.
3. This card is not a credit card and use of the card is not a consumer credit transaction subject to state and federal consumer credit laws and regulations.
4. Upon termination of employment, card(s) will be surrendered to employer.
5. I have been provided an explanation of the fees associated with the debit card.
6. All claims reimbursed through the debit card are subject to IRS substantiation requirements and **I am required to, and agree to, provide documentation as requested.**
7. If using the debit card, I agree to use the card for eligible expenses only. Any expenses I pay for with the card will not have been nor will I seek to have reimbursed elsewhere. I agree to read and adhere to the cardholder statement I receive with the card and I understand the card is subject to inactivation if I do not comply with these provisions or upon termination of employment.

Employee Signature: _____ **Date:** _____

Spouse Signature: _____ **Date:** _____

As a security measure your card will be mailed in a plain white envelope. Please be careful not to throw it away with the junk mail!