

Payroll Management Spousal/Dependent Debit Card Request Form

REMIT TO:

Mail: Payroll Management
4519 Brambleton Avenue
Suite 110
Roanoke, VA 24018
Fax: 540-725-1977
Email: customerservice@wedopayroll.com

Use this form to add or remove a spousal/dependent card to your flexible spending account expenses at the point of service, the spousal/dependent card allows the additional card carrier to do the same. This service is only available if allowed by your employer

REQUIRED INFORMATION			
Employer Name:			
Employee Name:			
Employee SSN:			
<p>I request a debit card be mailed to the spouse/dependent listed below.</p> <p>I request that the spousal/dependent card listed below be deactivated</p>			
Spouse/Dependent Information			
Name:			
SSN:		Birth Date:	
Email:		Phone:	
Relationship:	Spouse	Dependent	
Full Time Student:	Yes	No	

EMPLOYEE CERTIFICATION:

I understand that I am responsible for all charges made with the additional card. I understand that additional cards may not be available if my employer has not authorized this plan feature. If I am responsible for the debit card fees, I understand that I will be responsible for the debit card issuance fee for the additional card(s).

Employee Signature: _____ Date: _____

FOR INTERNAL USE ONLY

Date Received: _____ Date Entered: _____ Processor Signature: _____

Employer group plan allows Spousal/Dependent cards: Yes No