# Wages payment to Quidity™ PrePaid Maestro® Card

- This service is FREE.
- Read the instructions in this form carefully and complete your details in BLOCK CAPITALS using BLACK INK. Hand the form to your employer.
- It may take up to 4 working days from when your employer initiates each wages payment for the funds to reach your account.
- If you have any questions about when your wages payment will reach your account, please contact your employer first to check when the payment is initiated.
- If the payment has not reached your account after 4 working days, please call our Customer Services team, providing full details of the payment, such as the date it was initiated by your employer, the exact value and the name of the person/company who made it.

## Note to Cardholder

For your wages to be paid directly by your employer to your Quidity™ account please complete this form and give it to your employer. Your wages will then be credited to your Quidity™ account free of charge instead of receiving them by cash or cheque. To proceed, please date and sign Section 1 "Cardholder's Instruction to Employer" and complete Section 2 "Cardholder's Details". You will also need to complete Section 3 "**Quoting payment reference**" with the last 10 digits of the 14 digit account number starting 1426 which is found on the back of your Quidity™ card. Please then give the form to your employer to complete the instruction.

Please note that it may take up to 4 working days from the day the employer initiates each payment for the funds to reach your Quidity™ account.

Always keep the payslip provided by your employer as proof of your wages payment. Should you wish at any time to stop your wages being paid to your Quidity™ account please inform your employer immediately who will then cancel the instruction.

## Note to Employer

Your employee is a Quidity™ cardholder and this form is an instruction from your employee to pay their wages directly to their 360money Quidity™ account. Please ensure that all sections of the form are completed. In particular, please make sure that the full 14 digit card number from the "**Quoting payment reference**" field is quoted each time a payment is made, ensuring that this payment reference appears on the receiving bank's statement. **Please note that without the full reference number, including the 'QCW' prefix, we will not be able to correctly allocate the payment due to your employee.**

Once the form is complete, you will need to amend your payroll processing so that the employee's wages are paid direct to the nominated 360money Direct Deposit account, as detailed in section 3 "**Details of Quidity™ Account to be credited**".

**Please note that it may take up to 4 working days from the day the employer initiates each payment for the funds to reach your Quidity™ account.**

## 1 Cardholder's Instruction to Employer

**This form is an instruction by me for you to pay my wages directly to my Quidity™ account. Please make the necessary arrangements to do this with effect from the first wages payment date achievable after the completion of this form.**

I have set out the details of my Quidity™ account in sections 2 and 3 below. I understand that this instruction means that my wages will be credited to my Quidity™ account and I will no longer receive my wages by cash, cheque or other means. I also understand that this instruction may constitute a variation to my employment contract and by signing this form I consent to that.

**Cardholder/employee's signature**

.....

**Date**

☐☐ / ☐☐ / ☐☐

## 2 Cardholder's details

**First name**

**Surname**

**Address**

**Contact telephone number**

**Postcode**

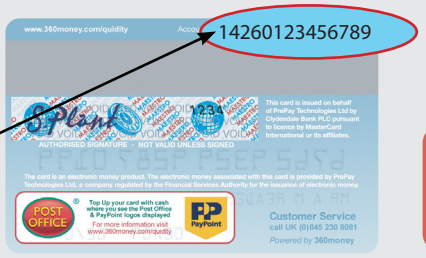
## 3 Details of Quidity™ Account to be Credited

| | |
|---|---|
| Name: | **360money Direct Deposit** |
| Bank and branch name: | **Barclays Bank** |
| Account number: | **80212458** |
| Sort code: | **20-03-53** |

**Quoting payment reference**
**(This is your 14 digit account number starting 1426 as shown above).**

| Q | C | W | 1 | 4 | 2 | 6 | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

This is the **14 digit** account number printed on the back of your card.




Please note that without the full 14 digit number, we will not be able to apply funds to the cardholder's account.

The Quidity card has been issued by Clydesdale Bank PLC pursuant to license by MasterCard International Incorporated. This card is an electronic money product. The electronic money associated with this card is provided by PrePay Technologies Ltd, a company authorised and regulated by the Financial Conduct Authority for the issuance of electronic money (FRN 900010). PrePay Technologies Ltd is a registered service provider of Clydesdale Bank PLC. MasterCard is a registered trademark of MasterCard International Incorporated.

360 money

## Please keep a copy of this form for your records

www.quiditycard.com