



How to use your ALINE Checks.



WARNING: DO NOT PROVIDE ANYONE THE ROUTING AND ACCOUNT NUMBERS PRINTED ON THE ALINE CHECK BY ADP®. DEPOSITS AND CREDITS WILL BE REJECTED OR RETURNED. TO RECEIVE YOUR PERSONAL ROUTING AND ACCOUNT NUMBERS FOR YOUR ALINE CARD BY ADP® ACCOUNT, PLEASE LOG INTO MYCARD.ADP.COM OR CALL 1.877.237.4321.

The ALINE Check may only be used if you have activated your ALINE Card. Once your ALINE Card is activated, you can ONLY utilize the ALINE Check if your ALINE Card has been reported lost or stolen and you need access to your funds prior to receiving your replacement card. The ALINE Check must be made payable to yourself and for the full available balance at the time of authentication. The ALINE Check cannot be utilized in any other manner than as stated above.

- 1.** To report your ALINE Card as lost/stolen please call Cardholder Services at 1.877.237.4321. The representative will then close your ALINE Card and will issue you a new replacement card to be mailed to your address on file. Please be sure to verify your mailing address with the representative.
- 2.** If you would like to access your funds prior to receiving your replacement card, please ask the representative to authenticate the ALINE Check which must be made payable to yourself for the full available balance.
- 3.** Once the ALINE Check is authenticated, the representative will provide you with the exact available balance and your 6-digit authentication number which you must record on the check. Funds for that check will immediately be deducted from your ALINE Card balance to allow payment when presented (you CANNOT change the check amount or the check will be returned). If you do not have any available balance on your ALINE Card, your request to authenticate the check will be declined.
- 4.** No fees will be charged for replacing a lost or stolen check or placing a stop payment of an authenticated ALINE Check after authentication. To cancel or place a stop payment on an ALINE Check after it has been authenticated, please call Cardholder Services at 1.877.237.4321.
- 5.** You can request additional checks by calling Cardholder Services at 1.877.237.4321.

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