Salary payment to Virgin Prepaid MasterCard®

- 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 em ployer, the exact value and the name of the person/company who made it.

Note to Cardholder

For your salary to be paid directly by your employer to your account, please complete this form and give it to your employer. Your salary will then be credited to your Virgin Prepaid MasterCard® 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 2231 which is found on the back of your Virgin Prepaid MasterCard®. 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 Virgin Prepaid MasterCard® account.

Always keep the payslip provided by your employer as proof of your salary payment. Should you wish at any time to stop your salary being paid to your Virgin Prepaid MasterCard® account, please inform your employer immediately who will then cancel the instruction.

Note to Employer

Your employee is a Virgin Prepaid MasterCard® cardholder and this form is an instruction from your employee to pay their salary directly to their Virgin Prepaid MasterCard® 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 'VMW' 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 salary are paid direct to the nominated 360money Direct Deposit account, as detailed in section 3 **"Details of Virgin Prepaid MasterCard® 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 Virgin Prepaid MasterCard® account.

1 Cardholder's Instruction to Employer

This form is an instruction by me for you to pay my salary directly to my Virgin Prepaid MasterCard® account. Please make the necessary arrangements to do this with effect from the first salary payment date achievable after the completion of this form.

I have set out the details of my Virgin Prepaid MasterCard® account in sections 2 and 3 below. I understand that this instruction means that my salary will be credited to my Virgin Prepaid MasterCard® account and I will no longer receive my salary 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

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Date

☐☐ / ☐☐ / ☐☐

2 Cardholder's details

First name

Surname

Address

Contact telephone number

Postcode

3 Details of Virgin Prepaid MasterCard® card to be credited

Name: **Virgin Money Direct Deposit**

Bank and branch name: **Barclays Bank**

Account number: **10055654**

Sort code: **20-03-53**

Quoting payment reference

(This is your 14 digit account number starting 2231 as shown above).

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

The Virgin Prepaid MasterCard® is issued on behalf of PrePay Technologies Ltd. by Clydesdale Bank PLC pursuant to license by MasterCard International Incorporated. PrePay Technologies Ltd. a company registered in England and Wales with number 04008083 is authorised and regulated by the Financial Services Authority to issue e-money and is registered in the Financial Services Register with registration number 219619. 360money is a registered trademark of PrePay Technologies Ltd.

Please make a copy of this form for your records

Virgin money 360 money