



COMMUNITIES IN PARTNERSHIP™

EZ-Payroll “Getting Started” Checklist

Business/Organization Name: _____

Primary Address: _____

Payroll Contact Person: _____

Phone #: _____ Fax #: _____

Email: _____ Website: _____

- 1. Have each employee complete a **A\$SETCARD™** Payroll Application Form online or in paper form.
- 2. Determine what Non Profit Organization/Fund will be the primary beneficiary of the Giveback generated from each employee’s card usage (unless to be done individually).
- 3. Forward an Excel spreadsheet (or batch file) to provide a payroll roster with the following for *each* participating employee: Employee Name, **A\$SETCARD™**, and the net amount to be deposited per pay period to our Payroll Administrator’s email address @ cip.cardservices@yahoo.com.
- 4. Specify if you need other payroll accounting services (i.e. employee withholding payroll statements, SMS Text Option, etc.)
- 5. Secure website(s) and 800# for customer service and card account updates/statements.

Note: 1) Please fax this form back to 866-290-8125 when all the directions are completed and with the above information filled out and a CIP Rep will contact you.

2) You will need to send the funds to back the payroll, at least 48 hours prior to the pay date and the funds will appear on the individual card by 7a.m. on the morning of payday.

3) New card orders may take 7 – 10 days from receipt of application to be fulfilled.

Signature: _____ Print Name: _____

Title: _____ Date: _____



Communities In Partnership, Corp.
Ways to Maximize your CIP EZ-Payroll Services

- Contact us at **866-CIP-POWR** immediately for any ongoing questions or concerns.
- It is the employer's responsibility to always submit payroll information on time for the funds to be available on payday; CIP Corp. can not be held liable for any delays caused by employers, although we will assist to resolve issues immediately.
- Encourage other employees, family and friends to get a card too and look for as many places as possible to use the **A\$SETCARD™** (i.e. stores, gas stations, supermarkets, NYC Transit, post office, etc.) that display the logos on the back of the card or on our website.
- Cardmembers are encouraged to use ATMs and banks that do not charge an additional fee for withdrawals (i.e. Signature Bank); you can contact CIP Corp. for assistance with identifying additional locations and banks to do so or go on our site.
- For the first time when doing bank account card loads, cardmembers should contact their financial institution to verify the money has been transferred from your account(s).
- Cardmembers should read the membership kit that comes with their card. This will inform you about how to use the additional features of the card.
- Cardmembers can get companion cards for a family member or friend to help raise funds for your favorite organization or to transfer funds worldwide amongst each other. You must make a request to obtain a companion card which can be "linked" to yours in order to take advantage of the wire transfer feature.
- Inform CIP Corp. of frequently used vendors/merchants in your community so that we can encourage them to giveback to your NPO/Fund through the CIP program.
- Some stores/merchants that accept the card can also give you cash back from the value stored on your card at the Point of Sale without an additional fee being applied when making a purchase. Just ask if they do!

Experience the Power of Giving... The CIP-WAY™... It Makes \$ense!™