

**IMPORTANT:** Please read before passing this form to your employer.

To get your wages credited to your Cashplus account, simply fill in this form and hand it to your employer. Once your employer has processed this form, your wages will be paid directly into your Cashplus account and you will no longer receive your wages by cash, cheque or other means.

If you have any additional questions about wages payment, please see our frequently asked questions on our website, or call our Customer

Services team\*. Remember, you can always cancel this agreement at any time, just speak to your employer. It is important that you keep the payslip provided by your employer as proof of your wages payment.

**NOTE FOR EMPLOYER:** It will take up to three working days from when you initiate each wages payment for your employee's money to reach their account if processed outside of the Faster Payments process.

## 1. Cardholder's details

Complete your details in **BLOCK CAPITALS** using **BLACK INK**.

First name

Surname

Address



Postcode

Contact telephone number

## 2. Details of Cashplus Gold account to be topped up

Cashplus cardholder's name:

First name

Last name

*Please enter the first and last name of the Cashplus account holder*

Cashplus bank name:

The Co-operative Bank

Cashplus Account Number:

*Please fill in your unique Cashplus Account Number. You can find your Account Number on the "Account details" page of your Members' Area.*

Cashplus Sort Code:

08-71-99

Payment reference

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Payment reference - please use the payment reference provided above.

**Important!**

Only Total Access customers can receive bank transfers.

## 3. Cardholder's instruction to employer

This form is an instruction by me for you to pay my wages direct to my Cashplus 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 Cashplus account in section 2 above. I understand that this instruction means that my wages will be credited to my Cashplus 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 variation.

Signature

Date

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You may wish to make a copy of this form for your records.

If you have any questions about this process, please call Customer Services on **0871 277 5599\***.

Check list

- Filled the form in with **BLACK** ink in **BLOCK CAPITALS** letters?
- Signed and dated the form?

\*Telephone calls may be recorded. Calls made to 0871 numbers are charged at 10 pence per minute from a BT landline. Calls from other networks may vary.

Subject to terms and conditions including applicant providing acceptable ID, being a UK resident & aged 18 years+. Card & usage fees apply. Cashplus is issued by APS Financial Ltd (AFL) pursuant to license by MasterCard International Incorporated. AFL is authorised and regulated by the Financial Services Authority. ([www.fsa.gov.uk/register/](http://www.fsa.gov.uk/register/)). Cards are serviced by Advanced Payment Solutions Ltd (APS) which operates the card on behalf of AFL. AFL & APS registered address is 6th Floor, One London Wall, London EC2Y 5EB. Registered numbers 06029941 & 04947027. Cashplus is a registered trademark of APS. MasterCard is a registered trademark of MasterCard International Incorporated.