



P.O. Box 370
Mars Hill, NC
28754

November 8, 2017

Memorandum: Payroll Direct Deposit - **TO ALL SPRING 2018 WORK STUDY & DEPARTMENTAL STUDENTS**

As part of the University's upgrade to Colleague Management Software, **effective January 1, 2018**, Mars Hill University will transition to mandatory direct deposit meaning no paper checks will be issued. All employees including work study and departmental students will have the ability to view their pay stub online beginning in January 2018.

It is our goal to make this transition as smooth as possible. **Please complete the attached form and submit along with either a voided check or direct deposit authorization from your bank to Katie Hohler in Wren 317 no later than December 8th, 2017**. Forms submitted after this date may result in a delay of payment of your work study and/or departmental check. Direct deposits may be made to either a checking or savings account. If you do not have a bank account and need more information regarding offerings at local banks, please see attached information.

PLEASE NOTE: During Spring 2018, if you have an institutional work study check and owe a balance as of the 1st of the month, the check will be applied to your account. You are responsible for paying your balance down to \$250 or below before Fall registration on April 2, 2018. If you intend to keep your institutional work study check, your balance must be paid in full.

We are very excited about our transition to Colleague and the future expansion into an online employee portal! We appreciate your timely attention to the direct deposit deadline as we move forward to make this happen.

If you have any questions, please do not hesitate to contact Katie Hohler at extension 1230 or via email at khohler@mhu.edu.

Sincerely,

R. Neil Tilley, CPA, CGMA
Vice President of Finance & Facility Management

Dr. Laura Whitaker-Lea
Associate Vice President for Student Development & Dean of Students

cc: Dr. Dan G. Lunsford, President



CBIZ Payroll

Agreement for Employee Direct Deposit

Version 02.01.13

Company ID _____ Company Name _____

Employee ID _____ Employee Name _____

Date of Request

Account #1 New Change Cancel

Institution Name _____

Routing # _____ Account # _____

Account Type Checking Savings

Deposit Options (SELECT ONLY ONE)

Deposit Entire Net Pay Amount Deposit \$ _____

Deposit _____ % Name on Account _____

Account #2 New Change Cancel

Institution Name _____

Routing # _____ Account # _____

Account Type Checking Savings

Deposit Options (SELECT ONLY ONE)

Deposit Entire Net Pay Amount Deposit \$ _____

Deposit _____ % Name on Account _____

Account #3 New Change Cancel

Institution Name _____

Routing # _____ Account # _____

Account Type Checking Savings

Deposit Options (SELECT ONLY ONE)

Deposit Entire Net Pay Amount Deposit \$ _____

Deposit _____ % Name on Account _____

I hereby authorize and release COMPANY, to make payment of any amounts owing to me by initiating credit entries to my account indicated below in the bank named below, herein after called BANK, and I; authorize and request BANK to accept any credit entries initiated by COMPANY to such account and to credit the same to such account without responsibility for the correctness thereof.

I also authorize and request COMPANY to effect repayment to COMPANY for amounts owed it because of a prior erroneous credit initiated to my account if prior to the initiation of the correcting entry COMPANY has sent or delivered to me written notice of the correction and the reason therefore and, the correcting entry is transmitted in such time as to be delivered or made available to BANK before midnight of the tenth day next following settlement for the erroneous entry.

It is understood that this agreement may be terminated by me at any time by written notification to COMPANY or BANK. Any such notification to COMPANY shall be effective only with respect to entries initiated by COMPANY after receipt of such notification and a reasonable opportunity to act on it. Any such notification to the BANK shall be effective only with respect to entries credited to my account by BANK after receipt of such notification and a reasonable time to act on it.

I recognize, acknowledge and accept that this service is being provided for my convenience. As such I agree to hold COMPANY, CBIZ PAYROLL each participating bank and NACHA harmless from any claim incident to the operation of this plan, arising from any act or omission by COMPANY and/or CBIZ PAYROLL and their employees, including without limitation any claim based on alleged loss as a result of non-credit of any deposit, and any claim which may be made by any depositor as a result of the rejection of any debits because of insufficient funds arising from the failure to credit deposits to his/her account.

Employee Signature _____

Attach a VOID check (or copy) for each account to this form

WORKSTYLE BANKING



Our WorkStyle Banking Program includes a variety of value-added financial products and services that you can offer as part of your overall benefits package that will help your employees build financial security and increase satisfaction.

Great Benefits For Your Employees:

WorkStyle Checking⁽¹⁾

- Low \$50 minimum balance to open
- Free, unlimited check writing and no fee debit card ⁽²⁾
- Free, unlimited use of any Asheville Savings Bank ATM
- Two ATM fee refunds per month for transactions performed at a non-Asheville Savings Bank ATM. Fees from the other financial institution may still apply.
- Free Online Banking and Bill Pay ⁽³⁾
- Free Mobile Banking and Mobile Check Deposit ⁽³⁾
- \$8 monthly maintenance fee. Reduce or eliminate the fee by the following:
 - Receive a \$6 credit by meeting one of these requirements:
 - Maintain a \$500 minimum daily balance
 - Have 15 debit card purchases ⁽⁴⁾
 - Receive a \$2 credit by signing up for paperless statements ⁽⁷⁾

Savings

- No monthly maintenance fees for 12 months on our SavingsStyle account, which provides a convenient way to secure your money and grow your savings at a competitive interest rate
- Low \$50 minimum balance to open

Loans

- \$150 off home mortgage closing costs ⁽⁶⁾
- 0.5% rate reduction on vehicle and other installment loans ⁽⁶⁾
- 0.5% rate reduction on overdraft line of credit ⁽⁶⁾
- VISA® or American Express® credit card with low introductory annual percentage rate and no annual fee ⁽⁵⁾

Other Banking Services

- Money Market Style accounts and Certificates of Deposit
- Individual Retirement Accounts (IRA)
- Health Savings Accounts (HSA)

Investment Services

- Complimentary, no obligation financial review
- Financial consultants that provide thoughtful, unbiased guidance and place your interests first
- Securities and advisory services offered through LPL Financial, a registered investment advisor, Member FINRA/SIPC. Insurance products offered through LPL Financial or its licensed affiliates. Asheville Savings Bank and Asheville Savings Investment Services are separate entities from LPL Financial.

Not FDIC Insured | No Bank Guarantee | May Lose Value
Not a Deposit | Not Insured by any Federal Government Agency

Criteria & Qualifications:

- (1) To qualify for the WorkStyle Banking Program checking account, you must be employed by a company that sponsors the program. This account is limited to one for each WorkStyle Banking participant. Should your status change and you are no longer employed by a company that sponsors the WorkStyle Banking Program, your account will be switched to a MyStyle checking account.
- (2) Overdraft charges may apply.
- (3) Subject to approval. Wireless carrier fees may apply. There is a 30-day waiting period after new account opening to activate Mobile Check Deposit. Mobile Check Deposit limits: Limit \$2000 per item, \$3000 daily and a total of \$5000 per cycle. In addition, there is a limit of 5 checks per day and 15 checks per cycle. A cycle is defined as 20 consecutive business days.
- (4) 15 debit card purchases must settle during monthly statement cycle. ATM transactions are not considered purchases.
- (5) Credit is subject to approval. VISA® and American Express® credit cards offered and issued through Elan Financial Services.
- (6) Account openings and credit are subject to Bank approval. 0.5% rate reduction offer excludes Home Equity Lines of Credit (HELOC) and other real estate secured loans. 0.5% rate reduction for Overdraft Line of Credit restricted to WorkStyle Banking account only.
- (7) Sign up for, receive and view eStatements, which includes acceptance of the online terms and conditions. If your Asheville Savings Bank Online Banking is inactive for 90 days, this service will be discontinued and you will be unable to receive eStatements. This will result in the Paperless Statement Credit NOT being received.

PERSONAL CHECKING OPTIONS

	MyStyle	SmartStyle	FiftyFiveStyle	ConnectStyle
KEY DETAILS:				
Free Online Banking with Text Alerts ⁽⁹⁾	✓	✓	✓	✓
Free Online Unlimited Bill Pay ⁽¹³⁾	✓	✓	✓	✓
Free Mobile Banking ⁽⁹⁾	✓	✓	✓	✓
Free Mobile Check Deposit ⁽⁹⁾	✓	✓	✓	✓
Free MasterCard® Debit Card with \$0 Liability Protection ^{(1) (5) (13)}	✓	✓	✓	✓
Low \$50 Minimum Opening Deposit	✓	✓	✓	✓
Free Custom Wallet Checks ⁽²⁾	✗	✗	✓	✓
Monthly paper statement includes imaged checks ⁽¹¹⁾	✗	✗	✗	✓
Free Official Bank Checks ⁽³⁾	✗	✗	✗	✓
Free Safe Deposit Box ⁽¹⁰⁾	✗	✗	✗	✓
1 Free Stop Payment Order Per Year	✗	✗	✗	✓
Overdraft Protection Line of Credit with 0.50% off current rates ⁽¹⁾	✗	✗	✗	✓
\$150 off mortgage closing costs ⁽¹⁾	✗	✗	✗	✓
0.50% rate reduction on vehicle and other installment loans ⁽¹⁾	✗	✗	✗	✓
Account Earns Interest	✗	Premium Interest Rate ⁽⁷⁾	Earns interest each day a \$500 balance is maintained	Earns interest each day a \$500 balance is maintained
ATM Fees	Standard pricing. For students under age 24, ASB ATM fees refunded up to \$10 per month ⁽⁵⁾	All ASB ATM fees refunded and up to \$20 per month in other banks' ATM fees refunded when qualifications are met ⁽⁷⁾	Standard Pricing	ASB ATM fees refunded up to \$10 per month ⁽¹²⁾
Monthly Maintenance Fees	\$8	\$10	No Monthly Fee	\$15
Ways to reduce or eliminate Monthly Maintenance Fees	Reduce or eliminate the fee by: 1. Receive a \$6 credit by meeting one of these requirements: • Maintain a \$500 minimum daily balance • Have 15 debit card purchases ⁽⁴⁾ • Student under age 24 ⁽⁵⁾ 2. Receive a \$2 credit by signing up for paperless statements ⁽⁶⁾	Eliminate the fee by maintaining a minimum daily balance of \$2,500 or more	✗	Eliminate the fee by meeting one of these requirements: 1. Maintain minimum daily combined balances of \$5,000 or more in ConnectStyle, savings, money market, or certificate of deposit accounts 2. Maintain a \$20,000 minimum daily principal balance in an ASB mortgage or equity line of credit

See reverse side for terms and conditions

PERSONAL

CHECKING ACCOUNTS

We offer a full range of diverse checking accounts and supporting services to choose from so that you can select the options that work best for your lifestyle. You can open your account online today at AshevilleSavingsBank.com or you can visit any of our 13 local banking centers to get started.

Terms and Conditions:

- (1) Loans and Debit Cards are subject to approval.
- (2) Limit two (2) boxes per year.
- (3) Limit one (1) per day.
- (4) Debit card purchases must settle during monthly statement cycle. ATM transactions are not considered purchases.
- (5) Upon request a student waiver will be applied to the account if the student meets both of the following requirements: must be under the age of 24 during the entire statement cycle and be enrolled in high school, college, university or a vocational program. Students may be required to show proof of enrollment.
- (6) \$0 liability protects you if your consumer Debit Card is lost, stolen or used fraudulently. Applies only to purchases processed through MasterCard.®
- (7) Account requirements must be met each qualification period:
 - Have 10 debit card purchases settle to your account in the qualification period. ATM transactions are not considered purchases.
 - Have at least one of the following ACH transactions post to the account in the qualification period: Direct Deposit, ACH Draft or Online Bill Payment.
 - Sign up for, receive and view eStatements, which includes acceptance of the online terms and conditions. If your Asheville Savings Bank Online Banking is inactive for 90 days, this service will be discontinued and you will be unable to receive eStatements. This will result in the Premium Interest Rate qualification NOT being met.

If requirements are met: The Premium Interest Rate will be paid and all Asheville Savings Bank ATM fees will be refunded and up to \$20 of other banks' ATM fees.

If requirements are not met: You will still earn the minimum rate tier on your checking balance and ATM fees will not be refunded.

- (8) Sign up for, receive and view eStatements, which includes acceptance of the online terms and conditions. If your Asheville Savings Bank Online Banking is inactive for 90 days, this service will be discontinued and you will be unable to receive eStatements. This will result in the Paperless Statement Credit NOT being received.
- (9) Subject to approval. Wireless carrier fees may apply. There is a 30-day waiting period after new account opening to activate Mobile Check Deposit. Mobile Check Deposit limits: Limit \$2000 per item, \$3000 daily and a total of \$5000 per month. In addition, there is a limit of 5 checks per day and 15 checks per cycle. A cycle is defined as 20 consecutive business days.
- (10) Safe Deposit Box contents are not FDIC insured. Free small size safe deposit box when available or credit towards a larger size box.
- (11) Upon request, images available at no charge with electronic statements or for a small monthly fee with paper statements.
- (12) ATM refunds up to \$10 per month for transactions performed at a non-Asheville Savings Bank ATM. Fees from the other financial institution may still apply.
- (13) Overdraft charges may apply on the account if funds are not available.



Wells Fargo Programs

College students

Take control of your money with an Everyday Checking account.

- Use the *Wells Fargo Mobile* app to check balance information,¹¹ deposit checks, pay bills, and transfer funds¹
- Enroll in Account Alerts for timely notices of low balances, withdrawals, and more, delivered to your email or mobile device¹

To learn more about the Everyday Checking account and other financial resources that can benefit you as a college student, visit us online at wellsfargo.com/checking/student, stop by any branch location, or call us 24 hours a day at 1-800-869-3557. *

Wells Fargo At WorkSM program

The Wells Fargo At Work program offers employees of member companies access to financial education, tools, resources, and options to help them achieve their financial goals. Through your employer's participation, you can take advantage of these benefits and more:

- Complimentary in-person, online, and mobile access to financial education
- Online tools to track spending, create budgets, and monitor savings
- Saving, borrowing, and retirement options for your financial goals
- Direct Deposit of your salary is an option to avoid the monthly checking service fee

As your financial goals shift with life changes, Wells Fargo At Work is here to help provide the information and consultation you need to keep your financial priorities on track.

Worldwide Military Banking program

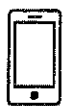
Designed especially for servicemembers in the U.S. Military who are actively serving, are retired, or are disabled veterans. The Worldwide Military Banking program is available with an eligible Wells Fargo consumer checking account or the *Wells Fargo EasyPay* Card. Customers must be receiving qualifying non-civilian direct deposits¹² monthly into their eligible Wells Fargo account. Wells Fargo Portfolio Checking accounts are not eligible since they have a separate set of benefits. In addition to a wide range of tools and resources, customers eligible for this program enjoy:

- Waived Wells Fargo access fees for up to four U.S. domestic and up to four international non-Wells Fargo ATM transactions per monthly fee period. Surcharges imposed by ATM owners or operators may apply.

Additional benefits for U.S. Military:

- Wells Fargo Military Banking Customer Service at 1-855-USA-2WFB (1-855-872-2932), Monday through Friday from 8:00 a.m. to 8:00 p.m. Central Time
- Hands on Banking[®] for Military – a free, fun financial education program for military servicemembers, veterans, and their families

Innovative tools and resources at the tip of your finger



Bank on-the-go with your smartphone and Wells Fargo Mobile® 1, 2

From monitoring account activity and paying bills on-the-go, to finding a nearby Wells Fargo branch or ATM, the *Wells Fargo Mobile* app can help you get banking done in English or Spanish.³



Card-Free ATM Access

Wells Fargo Mobile® customers can request ATM access codes from the *Wells Fargo Mobile* app — perfect for those times when you've left your ATM or debit card at home.



Daily ChangeSM App⁴

Get the app that can help you save. Our new *Daily Change*SM app can help you save more, stay motivated, and develop healthy saving habits to reach your goals.



Wells Fargo Mobile Deposit

With the *Wells Fargo Mobile* app and the Mobile Deposit service, you can securely and easily use your Android or Apple device, or Windows Phone, to take a picture of a check and deposit it into your eligible Wells Fargo account.^{2, 5}



Text Banking

Access balance and account information without internet access — even faster. Available in English and Spanish, Wells Fargo texts your requested information back to you.²



Card Design Studio® service

Make your debit card as unique as you. Use the



Card Design Studio service to customize your Wells Fargo Debit or Prepaid Card with a favorite photo or image.⁶



Account alerts

With account alerts, you can receive reminders about account activity that's important to you. Choose alerts that notify you when:

- Your balance is above or below an amount you specify
- Your ATM withdrawals and debit card purchases exceed an amount you choose
- Your credit card or mortgage payment is due



Payment Options

*Wells Fargo Wallet*TM for Android within your *Wells Fargo Mobile*® app lets you tap and pay easily and securely.



Additionally, make convenient on-the-go purchases with your Wells Fargo card in Android PayTM and Apple PayTM using your compatible mobile device⁷. Adding your eligible Wells Fargo Credit, Debit, or Prepaid Card to your mobile device makes mobile payments easy in-app and at over one million stores, restaurants, and more.



Online Bill Pay

Pay bills virtually anywhere, anytime with Online Bill Pay — any company or individual in the U.S. you'd normally pay by check.



ZelleSM

Zelle lets you send money to almost anyone with a U.S. bank account in minutes.⁸ With just an email address or mobile number⁹, you can now quickly, safely, and securely send money to more people, regardless of where they bank.

Make an appointment to meet with a banker when it's convenient for you, by visiting wellsfargo.com/appointments.

1. Availability may be affected by your mobile carrier's coverage area.

2. Your mobile carrier's message and data rates may apply.

3. *Wells Fargo Mobile*® app may not be available in Spanish to all Wells Fargo customers. Not all Mobile Banking services are available in Spanish at this time.

4. A Wells Fargo consumer checking account, savings account, and online banking are required to use the app. The app cannot be used with the following types of accounts: *Teen Checking*SM accounts, time accounts, IRAs, business and brokerage accounts, and Wells Fargo *EasyPay*® Card.

5. Mobile Deposit is not available for all mobile devices.

6. Wells Fargo reserves the right to accept or reject any artwork, images, or logos. For example, any third-party trademarks, copyrighted materials, or name, image, and likeness of any public figures, will not be approved.

7. Android Pay can be used with NFC-enabled devices running Android OS 4.4 (KitKat) or higher. Apple Pay-enabled devices include iPhone® 6/6s, iPad® Pro/Air 2 and mini™ 4/3 and Apple Watch®. Android, Android Pay and the Android Logo are trademarks of Google Inc. Apple is a trademark of Apple Inc., registered in the U.S. and other countries. Apple Pay is a trademark of Apple Inc.

8. Transactions typically occur within minutes between registered *Zelle* users. If your recipient uses a bank where delivery cannot be made within minutes, it may take between 1-3 business days for your payment to be delivered. *Zelle* is not available with Opportunity Checking or Opportunity Savings accounts.

9. Mobile carrier's message and data rates may apply. Mobile numbers may need to be registered with *Zelle* before they can be used with the service. Available to U.S. bank or debit account holders only.