

ANNOUNCING NEW SERVICES FOR PARTICIPANTS OF THE ITPE ANNUAL BENEFIT FUND

We will now have the capability to do **Direct Deposit** and **ADP Total Pay Card**.

Direct Deposit allows us to automatically deposit your annual benefit money (vacation, sick, holiday pay, etc.) into your savings or checking account. Your money will be in your account on the day that it is issued. No more waiting for the post office to deliver it. There is no longer the possibility of your check being stolen by another or lost by the post office. All you have to do is check off **YES I WANT DIRECT DEPOSIT** and mail or fax us this form and a check with the word VOID written across it. Please allow 3 pay periods for activation.

ADP Total Pay Card is another option you will have. ADP Total Pay Card is similar to direct deposit; however you don't need a bank account. Your money will be put into this card where you can access it at many in network ALLPOINT ATMs. You can make purchases at thousands of locations including stores like Wal-Mart. You will no longer have to pay check cashing fees or wait for the post office to deliver your check. More information on the pay card is enclosed, including fees for a lost card or out of network ATMs, etc. If you would like to enroll, please check off **YES I WANT ADP TOTAL PAY CARD**. We will then send you a card and an activation kit. You must activate your card with our office and the ADP Total Pay Card network once you receive it. Please allow 3 pay periods for activation.

Please note once your Direct Deposit or Pay Card is in effect you will only receive a check summary in the mail. If you do not choose any of the new options, you will continue to receive a regular check through the mail.

Kindly check off one of the following options, sign and print your social security number where indicated. Send to MS Administrators d/b/a Erisa Systems 216 North Ave. East, 2nd Floor, Cranford, NJ 07016 or fax to 1-908-276-0810.

___ **YES I WANT DIRECT DEPOSIT** – Please fill out the Participant Direct Deposit Initiation Form/Change Form.

___ **YES I WANT ADP TOTAL PAY CARD** – Send or fax this form to the above address, we will send you an activation kit and card.

PARTICIPANT SIGNATURE _____

DATE OF BIRTH _____

SS# _____

You can save time and money by using these new pay options. Try one of these convenient options and you will see how simple and safer it is to access your annual benefit money through these new services. For further information or if you should have any questions please call our office at 1-800-874-5977. Our office hours are 8:30 a.m. to 4:30 p.m. Eastern Time, or contact us through e-mail at info@erisasystems.net. This service is also available on our website, go to www.itpebenefits.com and click onto Annual Benefits Login. You will be given an option to apply for direct deposit or ADP Total Pay Card on line.