

How to use your ALINE Checks by ADP.



WARNING: DO NOT PROVIDE ANYONE THE ROUTING AND ACCOUNT NUMBERS PRINTED ON THE ALINE CHECK BY ADP®. DEPOSITS AND CREDITS WILL BE REJECTED OR RETURNED. TO RECEIVE YOUR PERSONAL ROUTING AND ACCOUNT NUMBERS FOR YOUR ALINE CARD BY ADP® ACCOUNT, PLEASE LOG INTO MYCARD.ADP.COM OR CALL 1.877.237.4321.

ALINE Check by ADP as Your Payroll Check for Full Net Pay.

The ALINE Check by ADP can be used as a standalone self-issued payroll check made payable to yourself to receive your full net pay if you wish to receive your pay through a paper check. **ALTHOUGH YOU WILL BE ENROLLED IN THE ALINE PAY BY ADP® PROGRAM, YOU ARE NOT REQUIRED TO USE OR ACTIVATE AN ALINE CARD TO USE THE ALINE CHECK BY ADP TO RECEIVE YOUR FULL NET PAY.**

1. On payday, the check must be dated and made payable to yourself for your full net pay. Call 1.877.237.4321 to authenticate the ALINE Check by ADP.
2. Once the ALINE Check by ADP is authenticated, the representative will provide you with your 6-digit authentication number which must be recorded on the check. Funds for that check will be available to allow payment when presented (you CANNOT change the check amount or the check will be returned).
3. The ALINE Check by ADP can be deposited in your account or **cash**ed for free at any branch of the bank printed on the check. For the bank to cash the check, **you MUST first call to authenticate the check**. Check with your employer for authentication timing requirements to be able to cash your check on payday.
4. No fees will be charged for replacing a lost or stolen check, stop payments or mistakes in completing an ALINE Check by ADP after authentication, but you must authenticate a new ALINE Check by ADP to ensure you receive your full net pay. To cancel or place a stop payment on an ALINE Check by ADP after it has been authenticated and to authenticate a new ALINE Check by ADP as self-issued payroll check; please call customer service at 1.877.237.4321.
5. If the ALINE Check by ADP is being used by your employer as the only check option for receiving wages, your employer has additional ALINE Checks by ADP for your convenience. You can request additional checks by calling 1.877.237.4321. If for any reason you prefer not to complete the ALINE Check by ADP, see your employer and your employer will complete and authenticate on your behalf all ALINE Checks by ADP for all future pay periods.

Once your ALINE Card is activated, you can ONLY utilize the ALINE Check by ADP if your ALINE Card has been reported lost or stolen and you need access to your funds prior to receiving your replacement card. The ALINE Check by ADP must be made payable to yourself and for the full available balance at the time of authentication. The ALINE Check by ADP cannot be utilized in any other manner than as stated above once you activate your ALINE Card.

1. To report your ALINE Card as lost/stolen please call customer service at 1.877.237.4321. The representative will then close your ALINE Card and will issue you a new replacement card to be mailed to your address on file. Please be sure to verify your mailing address with the representative.
2. If you would like to access your funds prior to receiving your replacement card, please ask the representative to authenticate the ALINE Check by ADP which must be made payable to yourself for the full available balance.
3. Once the ALINE Check by ADP is authenticated, the representative will provide you with the exact available balance and your 6-digit authentication number which you must record on the check. Funds for that check will immediately be deducted from your ALINE Card balance to allow payment when presented (you CANNOT change the check amount or the check will be returned). If you do not have any available balance on your ALINE Card, your request to authenticate the check will be declined.
4. No fees will be charged for replacing a lost or stolen check or placing a stop payment of an authenticated ALINE Check by ADP after authentication. To cancel or place a stop payment on an ALINE Check by ADP after it has been authenticated, please call customer service at 1.877.237.4321.
5. You can request additional checks by calling 1.877.237.4321.