

The **Reimbursement** Card

GHA's NEW Utility Reimbursement Payment!



FREQUENTLY ASKED QUESTIONS (FAQs)

What is the Reimbursement Card?

The Reimbursement Card is a reloadable, prepaid debit card issued by U.S. Bank. The Reimbursement Card provides an electronic option for receiving your government agency payments. It is not a credit card, but works similarly to other debit cards.

How does it work?

Once funds are added to the card account, it can be used to make purchases, pay bills, and make online, phone or mail-order purchases. You can also get cash back with purchases at participating merchants or withdraw cash at ATMs, banks or credit unions. The amounts of purchases, bill payments or cash withdrawals are automatically deducted from the available balance on the card.

How do I know if I'm eligible?

Refer to your rent letter. If the amount on the URP line in the TO column is greater than zero (0), you are eligible and should receive a card. If you do not receive a card, reach out to GHA.



FAQs (cont.)

What are the advantages of having a Reimbursement Card?



Fast – Your money is automatically deposited to your card account



Save Time – Easy and quick access to your funds without waiting in line to cash or deposit a check



Convenient – Make purchases anywhere Visa® debit cards are accepted, including retail stores, grocery stores, restaurants and pharmacies and withdraw cash at ATMs



Secure – No need to carry large amounts of cash



Save Money – No more going to a check casher



Track Spending – Account information and customer service 24 hours a day



Purchasing Power – Enjoy the prestige and purchase protection given to Visa®-branded cardholders, without a credit check¹



Reliable – Receive your money on time. No more lost or stolen checks



Safe – Funds are FDIC insured and are protected by Visa Zero Liability²

How do I check my balance?

- **Online** - View account online at www.usbankreliacard.com
- **Text/Email** - Sign up to receive free email or text alerts when funds have been deposited to your account or when your balance gets low³
- **Mobile Banking App** - Search for “**U.S. Bank ReliaCard**” in the App Store or Google Play⁴
- **Phone** - Call Cardholder Services at **855-282-6161**
- **ATM** - Perform a balance inquiry at an ATM⁵



FAQs (cont.)

Getting the Card

When the card is sent in the mail, what does the envelope look like?

For security reasons, the card will arrive in a plain, white, windowed envelope.

What information or instructions come with the card?

The card comes with:

- Instructions on how to activate the card
- The cardholder agreement, which discloses terms and conditions
- A usage guide detailing where and how the card can be used
- The U.S. Bank Privacy Pledge

What do I do after I receive the card?

You must call Cardholder Services at **855-282-6161** or visit

www.usbankreliacard.com to activate the card and choose your Personal Identification Number (PIN). You cannot use the card until it has been activated. Be sure to sign your name on the back of your card in ink. Your card is not valid unless it's signed.

Do I receive a new card every time a payment is made?

No. Future payments will be deposited automatically onto the initial card



FAQs (cont.)

Using the Card

How do I make a purchase with my card?

The card works much like other prepaid or debit cards. You can use it online, over the phone, at grocery stores, retail stores, restaurants, medical offices, etc. It is important to know your account balance before making purchases.

When making a purchase, on the authorization machine, which selection (credit or debit) do I choose?

Select **“Credit”** or **“Debit”** to make a purchase.

Select **“Debit”** to get 'cash back' with your purchase. (You will have to enter your PIN.)

How can I get cash with my card?

- Cash Back With Purchases-at participating merchants such as grocery or convenience stores
- ATM Withdrawal5-at any ATM
- Teller Withdrawal5-at any bank or credit union

How do I withdraw cash at an ATM?

- Insert or swipe your card and enter your 4-digit PIN
- Select **“Withdrawal from Checking”**
- Enter the amount to be withdrawn

How do I get cash back with a purchase?

- When the authorization machine asks for credit or debit, select **“Debit”**
- Enter the 4-digit PIN
- Select **“Yes”** for cash back
- Enter the amount, press **“OK”**



FAQs (cont.)

Using the Card

How do I get cash at a bank or credit union teller?

You must know your available balance (the teller will not have access to this information) and ask for a cash withdrawal⁵ in the amount you wish to withdraw. Note: you may need to provide your driver's license to verify your identity.

Do I have to go to a U.S. Bank ATM or U.S. Bank branch to get cash?

No. You can get cash back with purchases at merchants throughout the United States such as grocery and convenience stores. Cash can also be obtained from any ATM⁵ or over the counter at any Visa bank or credit union. To find the ATM nearest you, visit www.usbank.com/locate or www.moneypass.com.

Do I need a PIN to use the card?

Yes & No. The card can be used to make signature-based purchases without a PIN. However, a PIN must be used for PIN-based purchases and for cash withdrawals at ATMs. You must choose your own PIN by calling Cardholder Services at 855-282-6161 or visiting www.usbankreliacard.com after you receive your card. For security reasons it is important that you pick a PIN that only you would know, and not share the PIN or the card with anyone

What should I do if I forget my PIN?

You must contact Cardholder Services at **855-282-6161** or visit www.usbankreliacard.com to reset your PIN.

Can I still get cash if I forget my PIN?

Yes. You can go to any Visa bank or credit union and ask the teller for a cash withdrawal⁵.



FAQs (cont.)

Using the Card

How do I transfer funds from my card to another bank account (“Card-to-Account Transfers”)?

If your program allows Card-to-Account Transfers, click on the “Transferring Funds” link on the left side of cardholder website and complete the required fields on the Card to Bank Transfer page. The transfer will appear as an *ACH withdrawal* on your card transaction history and monthly statement. In addition, if a fee is assessed in relation to this transfer, the description of the fee in your transaction history and monthly statement will appear as a separate *ACH withdrawal* transaction. For more information about this fee, please see the Fee Schedule included in your card packet, log into your account at **www.usbankreliacard.com**, or call Customer Service at **855-282-6161**.

What are some things I need to keep in mind when using my card to make purchases?

Some merchants where you typically tip may authorize your transaction for an amount greater than your purchase to cover tips. Make sure your balance can cover the 20% or your transaction will be declined. When purchasing gasoline at a gas station, pay inside with the cashier to avoid a hold greater than the amount of your purchase (some programs may not allow you to pay with your card using the pay-at-the-pump option). The funds held will not be available for other purchases until the actual transaction amount clears. Payments made inside clear for the actual transaction amount immediately. Check your program materials for additional details.



How can I be notified when funds are deposited to my card?

You have the option of signing up for optional text or email alerts³ when money is added or your card balance gets low at **www.usbankreliacard.com**. You can also use our two-way text alert feature by texting a short code to receive the following updates:

Alert Type	Instructions
Balance Alert	Text BAL to 90831
Recent Transactions	Text TRANS to 90831
Customer Service Number	Text HELP to 90831

NOTE: this feature may not be available for all programs. Some fees may apply. Check your program materials for additional details.



FAQs (cont.)

Using the Card

Can I manage my account with my smart phone?

Yes. You can use the ReliaCard Mobile Banking app to check your account balance, enroll in and manage text alerts, view your most recent transactions or search for the nearest in-network ATM location. Search for “**U.S. Bank ReliaCard**” in the App Store or Google Play⁴

Can I pay bills with my card?

Yes. You can visit your billers' websites and provide your 16-digit card number and expiration date or log on to www.usbankreliacard.com. **Note:** this feature may not be available for all programs. Some fees may apply. Check your program materials for additional details.

Are all features available on all ReliaCard and ReliaCard II programs?

Some features may not be available for some ReliaCard or ReliaCard II programs. Refer to your cardholder agreement for available program features.



FAQs (cont.)

Limits

Can I make a purchase for more than the amount on my card?

If you need to make a purchase for more than the amount you have on your card, you will need to use two forms of payment. Tell the cashier how much you want taken from the balance on your card — the cashier cannot determine your available balance. Then, pay the remaining balance with cash, check, credit card or check card.

Can the ReliaCard be overdrawn?

Usually a purchase that exceeds the available balance will not be approved. In very limited circumstances, if you do not have sufficient funds when the final amount clears, it may result in a negative balance; however you will not be charged an overdraft fee. You can check your balance online, using the ReliaCard Mobile App or by calling Cardholder Services 24/7

Can anyone else view or track my transactions?

No. For privacy reasons, U.S. Bank does not share card account numbers or transaction details. However, for reconciliation purposes, your government agency does have access to the amount and date of each deposit.

How do I obtain information about fees for my ReliaCard?

Fees are located on the Fee Schedule sent to you with your card. You may view your fee schedule online by logging into your account at www.usbankreliacard.com. You may also call Cardholder Services at **855-282-6161** to request fee information. Please consult the table on the next page for information on how to avoid fees on certain transactions for most ReliaCard programs. Please consult your program fee schedule to determine if a specific fee applies.



FAQs (cont.)

Limits

Fee Description

How to Avoid

ATM Withdrawals (Out-of-Network*)

- **Make Purchases:** Use your card to make purchases anywhere Visa® debit cards are accepted – in stores, over the phone, online or pay bills. You can use your card for free to make everyday purchases such as groceries, convenience stores, etc.
- **Cash Back with Purchases:** You can ask for 'cash back' when making purchases at places like grocery stores or retail stores. Select 'DEBIT' on the authorization machine, enter your 4-digit PIN and enter the amount of cash back you'd like. There is no fee to get cash back with purchases.
- **Bank Teller:** Go into any Visa bank and ask the teller for a cash withdrawal for up to the full amount available on your card. (Fee may apply to some programs.)
- **In-Network ATMs:** Withdraw cash for free at any U.S. Bank or MoneyPass ATM.

For the nearest fee-free ATM locations visit:

www.usbank.com/locate or www.moneypass.com.

ATM Balance Inquiries (Out-of-Network*)

You can check your balance for free using any or all of the following methods:

- **Online** – View account online at www.usbankreliacard.com.
- **Text/Email** – Sign up to receive free email or text alerts when funds have been deposited to your account or when your balance gets low. (Standard messaging charges apply through your mobile carrier and message frequency depends on account settings.)
- **Mobile Banking App** – Search for "U.S. Bank ReliaCard" for your iPhone or Android phone. (The U.S. Bank ReliaCard Mobile App is free to download. Your mobile carrier may charge access fees depending upon your individual plan. Web access is needed to use Mobile App. Check with your carrier for specific fees and charges.)
- **Phone** – Call Cardholder Services at 855-282-6161.
- **ATM** – Perform a balance inquiry at a U.S. Bank or MoneyPass ATM. (Fee may apply to some programs.)

Monthly Paper Statement (If requested)

View your monthly statements for free online at www.usbankreliacard.com. To opt out of paper statements, call the number listed on the back of your card.

*Out-of-Network ATMs means any ATM that is not a U.S. Bank or MoneyPass ATM.



FAQs (cont.)

Customer Service

Can I view my account online?

Yes, at **www.usbankreliacard.com**. The following functions can be performed online:

- PIN Change
- Balance inquiry
- View card transactions
- View previous statements
- Set up alerts
- Pay bills

How do I view my monthly statement?

Monthly statements can be viewed online 24/7 at **www.usbankreliacard.com**.

What should I do if I change addresses?

Contact Cardholder Services at **855-282-6161** or visit **www.usbankreliacard.com** to report an address change. Also contact your government agency to report an address change so that your mail may also be sent to the correct address.

Who do I contact if I have questions about my card?

For questions about your deposit, such as when you will receive the next deposit to the card, or the amount of a deposit to the card, contact your government agency. For all other questions about the card, you may log into your account at **www.usbankreliacard.com** or contact Cardholder Services 24 hours a day, toll-free at **855-282-6161**.

What happens if my card gets lost or stolen?

You must immediately call Cardholder Services at **855-282-6161** to report your card lost/stolen and have a replacement card sent to you within 5-7 business days. You may not be responsible for any fraudulent activity that occurs on your card provided that you report the card missing in a timely manner, and have not shared your card or PIN number with anyone.



FAQs (cont.)

Customer Service

Can I contact my local bank for customer service on my account?

No. You must direct all questions to Cardholder Services at **855-282-6161**, or utilize the web site, **www.usbankreliacard.com**, for inquiries.

What services does Cardholder Services line provide?

The following can be done through customer service:

- Activate the card
- Choose/Change PIN (Personal Identification Number)
- Balance inquiry
- Enroll in text alerts
- Review recent transaction history
- Report card lost or stolen and have it reissued
- Speak to a live representative if additional assistance is needed.

¹Successful identity verification required. To help the government fight the funding of terrorism and money laundering activities, Federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. If necessary, we may also ask to see your driver's license or other identifying documents. ² Visa's Zero Liability Policy protects you against unauthorized transactions processed by Visa. You must notify U.S. Bank immediately of any unauthorized use. Other conditions may apply. See your Cardholder Agreement for details. ³Standard messaging charges apply through your mobile carrier and message frequency depends on account settings. ⁴ The U.S. Bank ReliaCard Mobile App is free to download. Your mobile carrier may charge access fees depending upon your individual plan. Web access is needed to use Mobile App. Check with your carrier for specific fees and charges. Some mobile features may require additional online setup. Any fees for optional transactions will be identified during their use. ⁵Some fees may apply. Login to your account online or contact Cardholder Services for a full list of fees.

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