

**Butler Metropolitan Housing Authority**  
**4110 Hamilton Middletown Road**  
**Hamilton, OH**

Dear Tenant:

**IMPORTANT NOTICE ABOUT YOUR BUTLER  
METROPOLITAN HOUSING AUTHORITY PAYMENTS**

The Butler Metropolitan Housing Authority will be replacing current pay options with a new prepaid debit card from U.S. Bank® called the ReliaCard®. If you are paid benefits, **you must complete and return the enclosed enrollment form to Butler Metropolitan Housing Authority** in order to be issued a card, which will be mailed directly to you. If you do not respond with the enclosed form, you will continue to receive benefits via paper check.

The ReliaCard is convenient and safe:

- Payments are automatically loaded to your card.
- Make purchases, get cash, pay bills everywhere Visa® is accepted.
- Funds are protected if your card is lost or stolen.<sup>1</sup>

If you remain eligible for benefits:

- You will receive your ReliaCard in the mail. The card will arrive in a plain, white envelope with a return address from Indianapolis, IN.
- You must choose a new Personal Identification Number (PIN) when you activate your ReliaCard.
- All benefit payments made after the ReliaCard is mailed will automatically be deposited to your ReliaCard.
- Be aware that U.S. Bank may deposit funds to your account at a different time than you are used to.
- You can continue to use your current card until the balance reaches zero.

The activation instructions, usage guide, cardholder agreement and complete fee schedule will be included with your card. Make sure to read and save this important information for your files. Visit [www.usbankreliacard.com](http://www.usbankreliacard.com) to learn more about the debit card program and your benefits.

<sup>1</sup>The Visa Zero Liability Policy protects you against unauthorized transactions processed by Visa. You must call the number on the back of your card immediately to report any unauthorized use.

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# ReliaCard<sup>®</sup>

## ENROLLMENT FORM



First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Email Address: \_\_\_\_\_

### **Important information About Procedures For Opening A New Account**

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. What this means for you: when you open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

I hereby authorize my government agency to initial credit entries (deposits) and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my ReliaCard. This authorization will remain in effect until cancelled by me with written notification to my government agency.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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