



Payroll Deduction Application

Name:	
USC ID No:	
Department:	
Home Address:	
Home Phone:	
Campus Address:	
Campus Phone:	
Date:	

Credit Limit:

I hereby acknowledge acceptance of the terms and conditions stated in the Payroll Deduction USCard Terms & Conditions. ***Not accepting the terms & conditions will result in the application not being processed for the Payroll Deduction Program.***

The University of Southern California is authorized to deduct my USCard charges through payroll processing. I agree to all policies governing the use of the USCard as a method of payment.

Signed By: _____

Payroll Deduction USCard Terms and Conditions

1. This contract is personal and may not be sold or transferred.
2. This contract shall be effective on the date set forth on the front of the contract.
3. All sales transactions charged to the faculty/staff account through the use of the USCard are final at the point and time of sale. You are responsible for observing transaction amount charged to the card at the point and time of sale and for monitoring your own account balance. Transactions are not always instantaneously deducted from an account due to system downtime or time periods when excessive transactions are being processed. You are responsible for any negative balances accrued during these times.
4. The University may declare an account invalid if there have been no transactions for a period of 12 months or the cardholder is not currently employed.
5. If the card is lost or stolen, or if you think that someone is using your account or the card without your permission, notify USCard Services immediately by calling (213) 740-8709. You may be liable for unauthorized use of your USCard. You will not be liable for unauthorized use that occurs after you notify us of the loss, theft or possible unauthorized use. There is a replacement fee.
6. This contract contains some of the terms in the agreement for use of the USCard. Additional terms and conditions of card use are contained in the separate USCard Agreement, and Billing Rights and Terms of Disclosure, which are available online at www.usc.edu/uscard.
7. Charges/Fees. There are not charges or fees associated with participation in the faculty/staff payroll deduction program.
8. Charges. This is a charge card, which does not permit the charge cardholder to pay for purchases made using this charge card in installments. All charges made by a person to whom the charge card is issued are due and payable upon the receipt of a periodic statement of charges by the charge cardholder.
9. Late Fees. Late Payment/Deferment fees are not applicable.
10. Statements. As a courtesy to you, your current charges will be reflected as a line item on your paycheck stub. Additionally, your charges can be viewed through our web based account service at www.usc.edu/uscard. This online account management service allows you to review the transaction history for your account and the current balance.
11. Business Days. The University's business days are Monday - Friday 8:30am - 5:00pm, excluding holidays and December 25th through January 1st.