

Direct Deposit Authorization of Reimbursement Claims

For Employee/Participant

Employee/Participant Name: _____ Employee SSN: _____

Company Name: _____

I hereby authorize my administrative services provider to initiate credit entries to my:

Checking account or Savings account

indicated below and the depository named below (Depository) to credit the same to such account.

** Please note: Before the ACH option takes effect a prenotification transaction needs to be sent to the bank for approval, therefore the next disbursement after this election will still come in the form of a check. The remaining payments will then be made via ACH. Any ACH transactions stopped by the bank will cancel your ACH election until corrections can be made.

****An actual *voided check* must be attached****

Staple voided check here

This form will be not be processed without a voided check

Account Number: _____

Depository (Financial Institution): _____ Branch: _____

City: _____ State: _____

Bank ACH Transit Routing Number: _____

This authority will remain in full force and effect until your administrative services provider has received written notification from you of its termination in such time and in such manner as to afford your administrative services provider a reasonable opportunity to act on it. Your administrative services provider is not responsible for any bank fees related to expenditures made before an actual ACH deposit is in your account. It is your responsibility to verify that the funds are in your account before you expend them.

Signature: _____ Date: _____