

## DIRECT DEPOSIT QUESTIONS AND ANSWERS

### WHAT IS THIS DIRECT DEPOSIT OPTION AND HOW DOES A PARTICIPANT SIGN UP FOR IT?

We have enhanced our system to enable us to send reimbursements by check or deposit the funds directly to the participants checking or savings account.

**\*\*You do not need to re-enroll for direct deposit if you are currently enrolled\*\***

A participant must complete a direct deposit authorization form and attach a voided check for a checking account or a *savings deposit slip* for a savings account. A *deposit slip* cannot be used for a checking account. It **must be** a voided check. Any authorizations submitted without the proper documentation will not be processed.

These authorizations must be mailed into Personal Choice Account. They cannot be faxed.

### HOW WILL PARTICIPANTS KNOW THAT THEIR REIMBURSEMENT REQUEST HAS BEEN PROCESSED IF THEY ARE NOT GETTING A CHECK IN THE MAIL?

With each reimbursement that is processed, the participant will still receive, via mail, an explanation of reimbursement showing the amount processed and reimbursed. In place of a check a notification of deposit will be included.

### AUTHORIZATION FOR AUTOMATIC REIMBURSEMENT DEPOSITS

Name of Employer		
Name	Social Security Number	
Address	Daytime Phone	
City	State	Zip

Financial Institution		Branch	
Account Number		Routing Number	
City	State	Zip	
Type of Account (Please check one)			
<input type="checkbox"/> Checking		<input type="checkbox"/> Savings	

I wish to have my flexible spending account reimbursements deposited directly to my checking or savings account. I hereby authorize Personal Choice Account to originate an electronic credit transaction to my bank or credit union account as indicated below and to credit the same to such account. In the event that a payment is credited to my account in error, I will be given written notice of the error. I hereby authorize Personal Choice Account to deduct from my account for any payments credited to my account in error. In the event that a legal proceeding is filed in court to recover the amount of overpayment, the prevailing party shall also be entitled to an award of reasonable attorney fees and costs. This authority is to remain in full force and effect until I notify Personal Choice Account in writing of my request to discontinue direct deposit and Personal Choice Account will act upon this request within 5 business days following receipt of my request.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- For direct deposit account verification attach a:
- VOIDED CHECK for automatic checking account deposit *or*
  - SAVINGS ACCOUNT DEPOSIT SLIP for automatic savings account deposit

# ATTACH HERE

(Please do not staple)

**Note: Do not attach a deposit slip for a checking account**