



Direct Deposit Sign Up Form

Professional Benefit Administrators, Inc. offers a Direct Deposit Program. This program will allow you to have your Medical and Dependent Care reimbursements electronically deposited into your bank account and provides you with the reliability and safety advantages of knowing your funds are deposited, even if you are out of town and eliminates the hassle of mail delays or late deposits.

Direct Deposit offers you:

- Assurance of timely payments
- Convenient payment method

Instructions:

- 1) Complete and sign the below form.
- 2) If you would like your reimbursements deposited to your checking account, please attach an unsigned, voided check. A deposit slip from your checking account can not be accepted.
- 3) If you would like your reimbursements deposited to your savings account, please attach a copy of a deposit slip from your savings account.

I (we) authorize Professional Benefit Administrators, Inc. hereafter called "Company", to initiate credit entries to my (our) checking account indicated below and the institution named below, herein after called "Institution", to deposit to the same such account. This authority is to remain in full force and effect until "Company" and "Institution" have received written notification from me (or either of us) of its termination in such time and in such manner as to afford "Company" and "Institution" a reasonable opportunity to act on it prior to depositing to the account.

Employee ID #: _____ Employer Name: _____

Employee Name: _____ Institution Routing Number: _____

Address: _____ Institution Account Number: _____

City, State, Zip: _____ Institution Name: _____

Phone: _____ Institution Address: _____

E-mail Address: _____ Institution Phone Number: _____

Date: _____ Checking or Savings: _____

Employee Signature: _____

NOTE: A voided check from checking or a deposit slip from savings must accompany this form. Also, if there is a change to your account, please notify us as soon as possible to ensure there are no delays in reimbursement.