

Benefit Plan  
**Direct Deposit Authorization**

This form may be used to authorize the deposit of reimbursement funds when you file manual claims under your benefit plan. It has no bearing on any direct deposit forms you may have completed for your payroll from your employer.

**Please Print All Information!**

Employer: \_\_\_\_\_

Employee Name: \_\_\_\_\_  
*(Please list your name exactly as it appears on your bank account.)*

Social Security Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ (Office use only: EID \_\_\_\_\_)

This is a: <input type="checkbox"/> New direct deposit  <input type="checkbox"/> Change to an existing direct deposit  <input type="checkbox"/> Cancellation of an existing direct deposit	Effective Date: _____
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Bank / Financial Institution Name: \_\_\_\_\_

Bank / Financial Institution Address: \_\_\_\_\_

Type of Account:     Checking Account (A voided check is required. Please attach below.)  
  
                           Savings Account (A voided deposit slip is required. Please attach below.)

Account Number: \_\_\_\_\_  
*(Length varies by bank / financial institution. Be sure to include ALL digits, including any leading or trailing zeros.)*

Routing / Transit Number: \_\_\_\_\_  
*(Routing / Transit number will be 9 digits.)*

By signing below, I am authorizing Savers Administrative Services to initiate credit / debit entries for reimbursement of my benefit plan claims to the specified account at the Bank/Financial Institution listed above. I understand that this authority will remain in full force and effect until Savers Administrative Services has received written notification from me of its termination in such time and in such manner as to afford Savers Administrative Services a reasonable opportunity to act on it.

\_\_\_\_\_  
**Employee's Signature** \_\_\_\_\_  
**Date**

**Attach a voided check or deposit slip here.**

If a check or deposit slip is not available (for example, some savings accounts), the employee is responsible for verifying that the correct routing/transit number has been obtained from the bank or financial institution. An incorrect routing/transit number and/or account number may result in a delay in the processing of your reimbursements.



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