



Stop Running to the Bank!

PLEASE NOTE:
Only complete the form if: 1.) this the first time you are applying for direct deposit OR
2.) you are changing the account to which you reimbursement is going.

You can have your FSA / HRA Reimbursement directly deposited into your checking or savings account by following the two steps below:

1. Complete the form below.
2. Mail or Fax to:
Human Resource Administrators, Inc.
PO Box 8
Center Valley, PA 18034
Fax (610) 282-4216

If you have questions, please call Amy Urmy: (610) 282-4215 ext. 105

AUTHORIZATION FOR AUTOMATIC REIMBURSEMENT DEPOSIT

COMPANY NAME: _____

EMPLOYEE NAME: _____

LAST 4 DIGITS OF EMPLOYEE'S SOCIAL SECURITY NUMBER: _____

_____ FIRST TIME APPLYING OR _____ CHANGE TO ACCOUNT INFORMATION

I hereby authorize Human Resource Administrators, Inc. to initiate credit entries or debit entries to correct errors, to my _____ checking account or _____ savings account indicated below and the Depository named below to credit or debit the same to such account.

****An actual voided check OR copy of a check must be attached for checking accounts.****
**** An actual deposit slip must be attached for savings accounts.****

Attach Voided Check Here

This authority will remain in full force and effect until Human Resource Administrators, Inc. has received written notification from me of its termination in such time and in such manner as to afford Human Resource Administrators, Inc. a reasonable opportunity to act on it. I understand that I will not receive written confirmation of such deposits from Human Resource Administrators, Inc. Please note that the ACH transactions will be *initiated* within the reimbursement cycle. It generally takes 2-3 business days for the transaction to be processed.

Signature: _____

Date: _____