



Authorization Agreement for Direct Deposit of Flexible Spending Reimbursement

Mail to: Advantek Benefit Administrators • 1180 E. Shaw Ave, Suite 225 • Fresno, CA 93710
Fax to: (559) 228-5460

For Assistance, call Customer Service at: (866) 566-7655

Use this form to initiate or cancel direct deposit, or to change bank accounts. The authorization agreement must be sent to ADVANTEK two to three weeks before the direct deposit/change is activated. All requests for Direct Deposit must be submitted on this form and include a voided check for the account. **Direct Deposit form will not be processed if a voided check is not attached.** Deposit slips are not acceptable as appropriate routing numbers may not be available.

Reimbursement will only occur if you have submitted a claim to ADVANTEK with receipts for eligible expenses. ADVANTEK does not guarantee payments on any date. ADVANTEK is not responsible for bank charges of any type that you may incur for direct deposit transactions. Do NOT assume that a payment has been made to your account at any time. You are solely responsible for checking with your bank as to the deposit amount and date of direct deposits made to your account. You can access your account online (through the ADVANTEK web site, or contact ADVANTEK Customer Service to check the status of your account.

Making this election, you understand that a direct deposit for your expense reimbursement will be credited to your bank account within 2 business/banking days of processing of plan reimbursement.

To set up Deposit you must:

- Have an Open Bank Account
- **Provide a copy of a voided check (attach to this authorization)**

Please check the appropriate box:

- Initiate Direct Deposit
 Change Account
 Cancel Direct Deposit

Employee Name: _____ SSN: _____

Employee Address: _____

Employer Name: _____ Daytime Phone Number: _____

Bank Name and Address: _____

Bank Routing#: _____ Bank Account Number: _____

Account Type: Checking

Authorizing Signature: _____

For assistance in finding routing and account numbers please see below:

SAMPLE CHECK:
 Andrew Sample 1234
 Martha Sample
 123 Main Street
 Anywhere, NY 10000 _____, 19____
 Pay to the
 Order of _____ \$ _____
 Dollars
 Anywhere Bank
 Anywhere NY 10000
 For _____
 ROUTING ACCOUNT
 120015005 1010120001 1234

Routing Numbers: MUST be nine digits. If the first two digits are not 01 through 12 or 21 through 32, the direct deposit will be rejected. On the sample check above the routing number is 120015005. **The Account Number:** can be up to 17 characters (both numbers and letters). Include hyphens but omit spaces and special symbols. Enter the number from left to right leave any unused boxes blank. On the sample check above, the account number 1010120001.