



Direct Deposit Authorization Form for Flexible Spending Accounts

Instructions: Please complete Sections I, II, and III below to authorize the direct deposit of your Flexible Spending Account reimbursements into your checking or savings account. Sign and date the form and return it to Acclaim Benefits.

You may also authorize direct deposit online at www.acclaimbenefits.com.

Section I – Participant Information

Social Security Number	Company Name
Participant Name (Last, First, MI)	
Participant Home Address	
City, State, Zip code	

Section II – Financial Institution Information

Name of Financial Institution
Financial Institution Address
City, State, Zip code
Routing Number

Please select the type of account into which you wish to have funds directly deposited. Enter the account number to the right.

<input type="checkbox"/> Checking Account Number: Attach a voided check to this form
<input type="checkbox"/> Savings Account Number: Attach a voided deposit slip to this form

Section III – Participant Authorization

I hereby authorize my employer to deposit reimbursements from my Flexible Spending Account directly into my checking or savings account as indicated above. I also authorize the financial institution named above to accept my deposits and to credit the amount to my account. This authority will remain in effect until my employer has received written cancellation notice from me in such time and such manner as to afford my employer a reasonable opportunity to act upon it.

Please note: The first time a reimbursement is made via direct deposit, your financial institution will process the reimbursement as a trial run. The funds will not actually be deposited into your account. Instead, you will be issued a reimbursement check that you will need to deposit yourself. After the trial run, all subsequent reimbursements will be deposited directly into your account.

Participant Signature _____ Date _____

Mail completed form to:
Acclaim Benefits
FSA Department
P.O. Box 47338
Minneapolis, MN 55447

Or fax completed form to:
763-278-4004
toll-free: 866-278-4004