



**Total Access FSA
Direct Deposit Form
Instructions**

- You may choose to have reimbursements from your Flexible Spending Accounts deposited directly into your bank account, rather than receiving reimbursements by check.
- Use the attached form to initiate direct deposit, change your current account information or discontinue direct deposit.
- Please print carefully.
- You will need to provide your bank routing and account numbers.
 - If the account is a checking account, **please attach a VOIDED check.** (Deposit slips are not accepted.)
 - If the account is a savings account, please contact your financial institution for appropriate account and routing numbers.
- Send the completed form along with voided check (if applicable) to:

Benergy OS

Attn: FSA

353 S. Potomac Street

Waynesboro, PA 17268

If you are initiating a new direct deposit, Benergy OS must verify your bank account and ACH numbers before any reimbursements may be deposited. In the interim, any reimbursements will be mailed by check.

Questions? Send an e-mail to FSA@benergyos.com.

Benergy OS **OUTSOURCING STRATEGIES**
Total Access FSA
Direct Deposit Form

Your Employer Name: _____

Employee Name: _____
(Please print or type)

Social Security Number: _____ - _____ - _____

Daytime Phone Number: (_____) _____ - _____
(Area code)

1. You are (check one):

- Initiating a new direct deposit arrangement
- Changing your account information
- Canceling direct deposit

2. Choose an account type (check one):

- Checking account
- Savings Account

3. Bank Name: _____

Bank Phone Number: (_____) _____ - _____
(Area code)

Bank Routing (ACH) Number: _____

Bank Account Number: _____

By completing this form, you authorize Benergy OS to initiate credit entries for depositing FSA reimbursements into your designated account and, if necessary, to make debit or credit corrections for any entries made in error. This authority is to remain in full force and effect until Benergy OS has received written notification from you of its termination in such time and in such manner as to afford Benergy OS a reasonable opportunity to act on it.

Employee Signature: _____ **Date:** _____