



Reimbursement Account Authorization Form
AUTOMATIC DIRECT DEPOSIT

EMPLOYEE NAME: (Last) (First) (MI)
TELEPHONE NUMBER: ( )
SOCIAL SECURITY NUMBER:
EMPLOYER:
DIVISION OR LOCATION:

FINANCIAL INSTITUTION: BRANCH:
CITY: STATE: ZIP:
CHECKING (Attach a Voided Check) SAVINGS
For Savings Only: indicate 9-digit Routing/Transit Number
For Savings Only: indicate Accounting Number

I hereby authorize PlanSource to deposit reimbursements from my Reimbursement Account directly into my checking or savings account indicated above. I also authorize the financial institution named above to accept my deposits and to credit the amount to my account.

Date: Signature:

Please note: The first time a reimbursement is made on an Automatic Direct Deposit basis, your financial institution will process the reimbursement as a trial run. The funds will not actually be deposited to your account.

AUTOMATIC DIRECT DEPOSIT

Another Convenient Feature of Your Reimbursement Account

You have the option to have your Reimbursements automatically deposited into your checking or savings account. This added service is designed to save you time handling your reimbursements from the plan.

To sign up for Automatic Direct Deposit:

- Fill out the form completely, including: your name, Social Security number, telephone number, name and location of your financial institution and the name of your employer, including your division or location.
Mark the appropriate box to indicate whether your Reimbursements will be deposited to your checking or savings account. If Savings, please indicate the 9 digit Federal Routing/Transit Number of your account.
Attach a voided check to the form if you want Reimbursements deposited in your checking account.
Sign the form and mail it along with the voided check to: PlanSource, 701 Xenia Ave S, #150, Minneapolis, MN 55416

If you participated in this option with PlanSource last plan year and your banking information has not changed, you do not need to complete this form again as your banking information is still on file.