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DIRECT DEPOSIT REQUEST

# Authorization Agreement For ACH Debits/Credits

I, hereby authorize Ameriflex, hereafter called ADMINISTRATOR, to initiate debits and/or credits to or from my Bank Account indicated below at the depository financial institution named below, hereinafter called DEPOSITORY, and to debit and or credit the same to such account with the agreement that the only debits to be made will be for the sole purpose of correcting a prior FSA reimbursement error. I acknowledge the the origination of ACH transactions to or from my account must comply with the provisions of U.S. law.

**Employer Name:** \_\_\_\_\_

**Employee Name:** \_\_\_\_\_ | SSN (last four digits): \_\_\_\_\_

Depository Name: \_\_\_\_\_ | Account Name: \_\_\_\_\_

City: \_\_\_\_\_ | State: \_\_\_\_\_ | Zip: \_\_\_\_\_

Routing Number (always nine digits): \_\_\_\_\_ | Account Number: \_\_\_\_\_

**Select One:** Checking Account  Savings Account

*If you would prefer, please attach a voided check.*

⋮ 1 2 3 4 5 6 7 8 9	⋮ 0 0 0 0 1 2 3 4 5 6	⋮ 1 2 3 4
routing number	account number	check number

This authorization is to remain in full force and effect until the administrator has received written notification from the employee named above of the termination in such time and in such manner as to afford the administrator and depository a reasonable opportunity to act on it.

<b>Employee Signature</b>	<b>Date</b>

*Please mail, email or fax original to:*

<b>Mail</b> Ameriflex P.O. Box 269009 Plano, TX 75026	<b>Email</b> forms@myameriflex.com	<b>Fax</b> 800.282.9818
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Upon receipt, the Federal Reserve requires 14 business days to perform the initial approval of the ACH information. After this time, Ameriflex will be directly depositing all claim reimbursements into the bank account provided two days after every processing date determined by your employer.

It may take up to 5 business days to have your reimbursements appear in your account, depending upon the automated clearing house utilized by your bank. We suggest that you contact your bank to confirm when these funds become available in your account. Ameriflex shall not be responsible for any checks or other debt payments you make whereby you have assumed these funds are available.



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