



DIRECT DEPOSIT REQUEST: Flexible Spending Accounts

Now, you can have your reimbursement checks automatically deposited into your checking or savings account and save the inconvenience of bank visits, lost checks, and delays in reimbursements while you're on vacation or out sick.

Direct Deposit is safe, convenient, and easy. Your claims will be processed as usual. When disbursements are processed for your company, your reimbursement will be deposited directly into your designated account and you will receive a non-negotiable paper transaction record from us through your payroll department. To take advantage of this service, just complete the authorization form below.

1. **COMPLETE ALL INFORMATION** on the Authorization Form.
2. **ATTACH** a voided *Check* (if you have selected a checking account) or a *Savings Deposit Slip* (if you have selected a savings account)
3. **SIGN** and **DATE** the form
4. **MAIL** the completed authorization to our office at the address listed below

DIRECT DEPOSIT AUTHORIZATION

I authorize The Advantage Group / Flex-Advantage and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error, to my account. This authority will remain in effect until I have cancelled it in writing.

Type of Account: (circle one) *Checking Account* / *Savings Account*

Financial Institution Name (please print)

Date

Branch

Employer

City

State

Signature

(attach voided check here)

Mail completed form to:
The Advantage Group
Flex-Advantage
43471 Ridge Park Dr.
Suite B
Temecula, CA 92590