workterra

DIRECT DEPOSIT FORM AUTHORIZATION AGREEMENT

Mail completed forms to P.O. Box 850101 Minneapolis, MN 55485-0101, or fax to: 925.460.3929

This form can be used to initiate, change or cancel your direct deposit. This service alleviates the time spent waiting for a check in the mail and is available to all plan participants. Please note – this form must be sent to Workterra two weeks before the reimbursement method is changed.

All requests for Direct Deposit must be submitted on this form and include a voided check for the account. Forms without a voided check attached will not be processed. Deposit slips are not acceptable as appropriate routing numbers may not be available.

Reimbursement will only occur if you have submitted a claim to Workterra with receipts for eligible expenses. Workterra does not guarantee payments into your account on any date. Workterra is not responsible for bank charges of any type that you may incur for direct deposit transactions. Do NOT assume that a payment has been made to your account at any time. You are solely responsible for checking with your bank as to the deposit amount and date of direct deposits made to your account. You may use the on-line account balance system (through Workterra's website) or contact Workterra Customer Service to check the status of your Commuter Benefit account.

By submitting this form, you understand that your claims reimbursements will be deposited into the listed account.

Please place an x in the appropriate box:

❍ Initiate Direct Deposit   ❍ Change Account   ❍ Cancel Direct Deposit

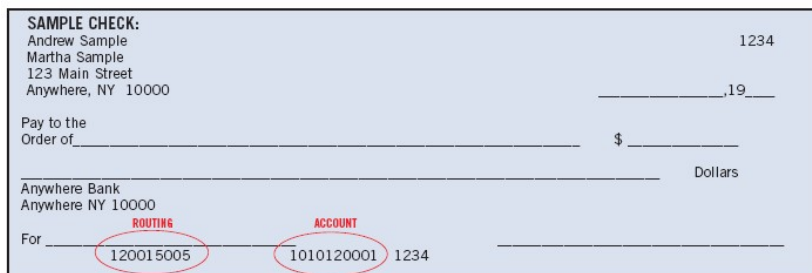|	
Employer Name:	
Employee Name:	SSN:
Employee Address:	Daytime Phone:
Bank Name & Address:	
Bank Routing #:	Bank Account #:
❍ Checking Account ❍ Savings Account	
Authorizing Signature:	

For assistance in finding routing and account numbers please see below:

Routing Number must be nine digits. If the first two digits are not 01 through 12 or 21 through 32, your direct deposit request will be rejected. **The Account Number** can be up to 17 characters (both numbers and letters) - include hyphens but omit spaces and special symbols.