

# DIRECT DEPOSIT AUTHORIZATION

## ProcessWorks Reimbursement Plans

If you are participating in any of the reimbursement accounts and would like your claim reimbursements to be deposited directly to your checking or savings account, complete this form and return it to ProcessWorks. Please allow *up to 10 business days* from the date ProcessWorks receives this form for processing.

- I authorize ProcessWorks to credit my reimbursements to my account as indicated on the ***attached voided check for checking accounts or voided deposit slip for savings accounts***. I further authorize ProcessWorks to debit my account for any reimbursements credited to my account in error. Should I change my checking or savings account, I will complete a new Direct Deposit Authorization listing the new account information. I realize if I fail to notify ProcessWorks of any bank account changes a service fee of \$10.00 will be charged for each returned direct deposit item. Returned items will be reissued as paper reimbursement checks within 10 business days after the item is returned and receipt of the \$10.00 service fee. This authorization is to remain in effect until ProcessWorks has received written notification by use of this form of my intention to cancel regardless of my plan participation from year to year.

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

Employee Name: \_\_\_\_\_

Soc Sec # / ID : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Bank Name: \_\_\_\_\_

Account Status:  New  Change  Cancel

Type:  Checking  Savings

ProcessWorks will notify you when direct deposits are made to your account. Select one of the following notification options.

E-mail to this Internet address: \_\_\_\_\_

Mail to my home\*

\* Not applicable if you subscribe to our *eStatus* claims and reimbursement e-mail notification service. Information about our convenient *eStatus* service can be found at [www.myprocessworks.com/b2online/estatus.cfm](http://www.myprocessworks.com/b2online/estatus.cfm).

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

ProcessWorks releases direct deposits to the financial institutions according to your employers scheduled reimbursement date(s). The financial institutions typically require two business days to process the direct deposits. ProcessWorks suggests contacting your financial institution to verify any direct deposits.

**ATTACH A VOIDED CHECK FOR CHECKING ACCOUNTS**  
**OR A VOIDED DEPOSIT SLIP FOR SAVINGS ACCOUNTS**  
**AND RETURN TO THE ADDRESS BELOW:**

ProcessWorks

A UnitedHealthcare Company

ProcessWorks, Inc.

P.O. Box 2490

Brookfield, Wisconsin 53008-2490

24 HOUR ACCESS: (262) 827-7030 or (888) 868-2492

Toll-Free Fax for Claims: (800) 760-3727

[www.myprocessworks.com](http://www.myprocessworks.com)