University of **PITTSBURGH**

Reimbursement Account Direct Deposit Authorization

University of Pittsburgh Direct Dollar Benefit Reimbursement Program

Enroll Now

If you elect to enroll in UPMC Benefit Management Services Direct Deposit service, your Direct Dollar Benefit Account reimbursements will be deposited in the account you specify instead of being issued as a check. To enroll in direct deposit, complete this authorization form to permit all parties to deposit your Direct Dollar Benefit Account reimbursement into your bank account, sign this authorization form, attach a voided check for verification of all financial institution information, and send it to UPMC Benefit Management Services. (If your bank account is a savings account and a document is not available, please verify account and routing number with your bank.) Please note that only one bank account will be accepted for all reimbursements.

If you have enrolled and change your bank account, check the "Account Change" box, complete the new "Financial Institution Information", attach a voided check (unless your account is a savings account), and send it to UPMC Benefit Management Services. You can find this form under the "Information" tab when you log onto your account.

☐   Account Change – If you are changing your account, check here and submit an updated form

Your Financial Institution Information

☐ Checking Account   ☐ Savings Account

Effective Date (please allow a minimum of 7 days to process): _____

Account Number: _____

Routing Number*:   _____

Institution Name: _____

Address: _____

City: _____   State: _____   Zip Code:_____

Telephone Number: _____   Country:_____

Your Contact Information (please print)

Full Name: _____

Email Address: _____ Telephone Number: _____

I elect to have my Direct Dollar Benefit Account reimbursement made by Direct Deposit into the account indicated above *(this process will remain in effect until I cancel it in writing).* If I change accounts, I will inform UPMC Benefit Management Services using a revised authorization form.

_____   _____
Signature   Date

Mail or E-mail this form with a voided check to: UPMC Benefit Management Services
                            US Steel Tower
                            600 Grant Street UST 01-11-01
                            Pittsburgh, PA 15219
                            PITT-BMSdocs@upmc.edu

* Financial institutions sometimes use a different routing number for direct <u>deposit</u> vs. direct <u>withdrawal</u> transactions. You may want to confirm the routing number with your bank.