



## Direct Deposit Authorization Form

Exclusively for the account of:

<First Name> <Last Name>  
 <Address Line 1>  
 <Address Line 2>  
 <City>, <State> <ZIP Code>



**Save Time and Money!**  
 Go Online to correct  
 personal information or  
 call Via Benefits.

[www.My.ViaBenefits.com/Funds](http://www.My.ViaBenefits.com/Funds)



Mail to:

<Return Address>  
 <City>, <State> <ZIP Code>



Fax to:

<VB Fax Nmbr>  
 Total pages:



Phone number:

<VB Phne Nmbr>



### What I Need To Do:

- Obtain and verify your bank routing and account number
- Checking Account Requirements:
  - Bank routing number
  - Account number
  - Include voided check
- Savings Account Requirements:
  - Bank routing number
  - Account number

Account Type: (select one)

Checking

Savings

Financial Institution

Bank Routing Number (9 numbers only)

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Account Number

### Certification:

I hereby authorize Via Benefits to initiate credit or debit entries to my account with the financial institution indicated above. This authority is to remain in full force and effect until Via Benefits has received written notification from me of its termination in such time and in such manner as to afford Via Benefits and the financial institution a reasonable opportunity to act on it. I understand this authorization is for reimbursements from my plan.

Account Holder Signature

Date

John Q. Smith 100 Maple Lane Home Town, USA 12345 Pay to the order _____ \$ _____ Dollars	99999
Home Town Bank 100 Main Street Home Town, USA 12345	
123456789      1234567890987      99999	
Bank Routing Number      Account Number      Check	

VOID

• **Fast. Safe. Secure.** •  
**Submit Reimbursement Requests**  
**and enroll in Direct Deposit Online**  
*The fastest, safest and most secure way to be processed and reimbursed.*



## What I Need To Know:

- How to register online?
- How to log in online?
- How to set up direct deposit online?

**Please allow sufficient time for your direct deposit information to be validated.**

### How to register online?

- 1) Type **www.My.ViaBenefits.com/Funds** in your web browser
- 2) Click **Register**
- 3) Enter **Name, SSN, Username, Password** and **Email**
- 4) Check **Terms of Service** box
- 5) Click the green **Submit** button to create your online account

### How to log in online?

- 1) Type **www.My.ViaBenefits.com/Funds** in your web browser
- 2) Enter in your **Username** and **Password**
- 3) Click the green **Log in** button

### How to set up direct deposit online?

Have your bank routing and account number ready to enter.

- 1) Click **Funds & Reimbursement**
- 2) Click **Reimbursement Center**
- 3) Click **Profile/Enroll in Direct Deposit**

Verify the bank information entered is correct and submit to Via Benefits.

If there is a change on your bank account, edit the direct deposit information online and resubmit.

**Required:  
Include voided check here**

John Q. Smith 100 Maple Lane Home Town, USA 12345		99999
Pay to the order _____	\$ _____	Dollars
Home Town Bank 100 Main Street Home Town, USA 12345		
123456789	1234567890987	99999
Bank Routing Number	Account Number	Check

**Do not include a deposit slip.**