**Eide Bailly Employee Benefits**
U.S. Bancorp Center
800 Nicollet Mall, Suite 1350
Minneapolis, MN 55402-7033
Phone: 612.253.6633 | 1.800.300.1672
Fax: 612.253.6622
www.eidebaillybenefits.com

# Direct Deposit Request Form

You have the option to receive your pre-tax account reimbursements by direct deposit to your financial institution. **(If you received reimbursements via direct deposit last year, you do not need to complete this form.)**

**How does direct deposit work?**
When using direct deposit, your reimbursement will be deposited into your account on the scheduled reimbursement date. Whether you are on vacation, sick, or traveling out of town, your reimbursements will automatically be deposited and available for your use.

**How will I know the amount that has been deposited?**
You will receive a statement with a voided check showing the amount deposited in your bank account.

**What do I need to do in order to sign up?**
Complete the information below and return it to Eide Bailly Employee Benefits. You may also enter your banking information by logging into the secure Consumer Portal at www.eidebaillybenefits.com. Direct deposits will begin with your next scheduled reimbursement after this form has been completed, received and processed by Eide Bailly. The direct deposit will remain in effect until you rescind or change the authorization in writing.

**What if I want my deposit made to my savings account?**
Ask your bank for the bank routing number and your savings account number and provide the information below.

---

Yes, I would like to receive my Pre-Tax Benefit reimbursements by direct deposit

Employer Name:_____

Employee ID Number: _____ _____ _____ _____ _____ _____ _____ _____ _____

First Name: _____ MI: _____ Last Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: (____)_____

**FOR DIRECT DEPOSIT TO:**

**BANK NAME** _____

**Checking Account:** Bank Routing Number _____

Checking Account Number _____

**OR**

**Savings Account:** Bank Routing Number: _____

Savings Account Number: _____