



## Direct Deposit Election Form

**Note for re-enrolling Participants:** *If you already have an established Direct Deposit account with FlexSystem, do not submit a new Direct Deposit Form.* If you do not have a direct deposit account set up with FlexSystem and wish to **avoid a check processing fee for each reimbursement**, log onto [www.tasconline.com](http://www.tasconline.com) and use the *Direct Deposit Setup* link to enter your applicable information. It's that easy! If you do not have web access, complete this form and return it to FlexSystem, along with a voided check or savings account deposit slip to the addresses listed below.

I hereby authorize Total Administrative Services Corporation, hereinafter called TASC, to initiate credit entries for \_\_\_\_\_(name) to my checking/savings account indicated below and the financial institution named below, hereinafter called FINANCIAL INSTITUTION, to credit the same to such account. **I acknowledge that the origination of ACH transactions to my checking/savings account must comply with the provisions of U.S. law.**

\_\_\_\_\_  
(Financial Institution Name)

\_\_\_\_\_  
(Branch)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City/State) (Zip)

\_\_\_\_\_  
(Client Name)

\_\_\_\_\_  
(Client ID #)

\_\_\_\_\_  
(Participant ID #)

\_\_\_\_\_  
(Checking/Saving Account Routing Number – 9 digits)

\_\_\_\_\_  
(Checking/Saving Account Number – 6-13 digits)

This account is a: (check one)    Checking    Savings

This authority is to remain in full force and effect until TASC has received written notification from me of its termination in such time and manner as to afford TASC or my FINANCIAL INSTITUTION a reasonable opportunity to act on it.

### Notes:

- Single entry reversals do not require authorization by the Receiver.
- Due to our effort to ensure accuracy in establishing your direct deposit account, your initial transactions will occur by check. Please allow 7-10 days for processing. Thank you for your patience.
- You must notify us immediately of any changes in your financial institution.
- This authorization may be revoked only by notifying TASC in the manner indicated above.
- Note: There may be a check-processing fee applied to a check reimbursement.
- A Service Fee of \$30.00 will be charged to the Participant for the reissue of lost, stolen, or expired paper-copy checks. This Service Fee is avoided with the election and submittal of this Direct Deposit Election Form.

**You must attach a copy of a voided check to this form to activate this service to your checking account. We cannot accept checking account deposit slips.**

To activate this service do one of the following:

1. Access [www.tasconline.com](http://www.tasconline.com) and use the *Direct Deposit Setup* link to enter your applicable information.
2. Fax this completed form and voided check (if a checking account) or deposit slip (if a savings account) to: 608-245-3623.
3. Mail this completed form and voided check (if a checking account) or deposit slip (if a savings account) to: FlexSystem, 2302 International Lane, Madison, WI 53704.

The information contained in this communication is confidential and to be used by TASC employees and representatives for its intended purpose only.

© Total Administrative Services Corporation

TC-3142-100608