



## Direct Deposit Authorization Cedar Falls Schools

### General Information

We are pleased to be able to offer you additional convenience for your Flex Plan - **Direct Deposit**. Now you can have your Flex reimbursement automatically deposited in your checking or savings account. You do not have to change your present banking relationship to take advantage of this service.

**Direct Deposit** will help you in many ways.

- It saves trips to your financial institution.
- It saves time in depositing checks - no long lines to wait in.
- It eliminates the possibility of lost, stolen or forged checks.
- Your money is deposited faster - reducing the possibility of overdrafts.
- Your money is deposited to your account even if you're on vacation or away from the office.

Step 1: Check the appropriate box to indicate whether your Flex reimbursement will be deposited in your checking or savings account.

Step 2: Fill in your name, financial institution information and date. **BE SURE TO SIGN THE FORM!**

Step 3: Attach a voided check or savings deposit slip (*no checking deposit slips, please*) for verification of all financial institution information.

### Employee Authorization

I authorize Midwest Group Benefits, Inc. and the financial institution listed below to initiate electronic credit entries, and if necessary, debit entries and adjustments for any credit entries in error to my:

Checking Account     Savings Account

\_\_\_\_\_  
Employee Name (Printed)

\_\_\_\_\_  
Financial Institution

\_\_\_\_\_  
Branch

\_\_\_\_\_  
City, State

\_\_\_\_\_  
Routing Number

\_\_\_\_\_  
Account Number

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

### Documentation

Please attach a voided check (not a checking deposit slip) or savings deposit slip.

Once completed and signed, return to Midwest Group Benefits, PO Box 408, Decorah IA 52101, Fax 563/382-9613.