## DIRECT DEPOSIT AUTHORIZATION FORM

Voya Benefits Company, LLC A member of the Voya® family of companies Customer Service: PO Box 1300, Manchester NH, 03105 Phone: 1-855-483-3539; Fax: 1-603-232-1854; Email: HVDFlex@voya.com

Health Account Solutions, including Health Savings Accounts, Flexible Spending Accounts, Commuter Benefits, Health Reimbursement Arrangements, and COBRA Administration offered by Voya Benefits Company, LLC (in New York, doing business as Voya BC, LLC). HSA custodial services provided by Voya Institutional Trust Company.

## **EMPLOYEE INFORMATION**

Employee / Member Name (First) (A	Middle Initial)	(Last)		
Harvard University ID (HUID) ( <i>Required</i> )				
Phone Er	mail ( <i>Required</i> )			
Employer Name				
DIRECT DEPOSIT AUTHORIZATION				
Please confirm receipt of your direct deposit prior to using funds. Voya Benefits ( fields are required.	Company, LLC will not b	e responsible for overd	lraft fees on you	ır account. Alı
Bank Name		_ Bank Account Type:	Checking	Savings
Bank Routing Number (9 digits)	Bank Account Numb	er		

Sample Check			Account Number
Routing Number (9 digits)	Financial Institution	Not Negotiable	
	MEMO		
	<b>1</b> 987654321 <b>1</b> 1234567890123	5678	

**Note:** This account will be on hold until you activate the account online. A deposit will be made to your account in the next 3 business days. Once you confirm the deposited amount, the account will be activated and available for use. You can confirm the deposited amount by visiting your Consumer Portal. After logging in, click on the link under the Action Required section of the Home Page. The link will read "One or more bank accounts require activation". Follow the instructions on the site to activate the account.

## AUTHORIZATION AND SIGNATURE

I authorize Voya Benefits Company, LLC and the financial institution listed above to initiate credit entries, and if necessary, debit entries and adjustments for any credit entries made in error to the account shown. This authorization will remain in effect until one of the following occurs: Voya Benefits Company, LLC receives written termination notification of direct deposit or are given direction from your employer to update.

Employee Signature

Date

