



Debit Card Request and Direct Deposit Form

Instructions

1. Please write legibly to ensure proper processing.
2. Be sure to sign the form where necessary and submit! Please fax, email or mail a signed claim form, but choose one method only.
Fax: (425) 233-6366 or toll-free (866) 535-9227
Email: election@naviabenefits.com
Mail: Navia Benefit Solutions, PO Box 53250 Bellevue, WA 98015-3250

**Did you know you can request a debit card and enter direct deposit information online?
No paperwork necessary!**

Employee Information

Last Name, First Name		SSN / Employee ID #
Home Address (Street, City, State, Zip Code) ☐ Please update my address on file		Phone Number
Employer Name		Email Address - required to issue debit card

Debit Card Request

You must provide a valid email address to use the card. There is no cost to you for the initial card. Cards are valid for 3 years. If you've previously received the card then it will be reloaded with your new election. By checking 'Yes' you are acknowledging that you have read the reverse page and agree to allow your employer to deduct ineligible charges from your wages.

☐ **YES**, please issue/reload my debit card.

X _____
Employee Signature

Date

Direct Deposit Request

Reimbursements are electronically deposited into your bank account. If you've previously signed up for direct deposit your information will remain on file and you do not need to complete this section.

☐ Yes

☐ Checking

Account #:

☐ No

☐ Savings

Routing #:

☐ **YES**, I authorize Navia Benefit Solutions to electronically deposit my FSA reimbursements into the above specified bank account. This authority will remain in full force and effect until Navia Benefit Solutions has received written notification from me of its termination in such time and in such manner as to afford Navia Benefit Solutions and the banking institution a reasonable opportunity to act on it.

X _____
Employee Signature

Date

Need help filling out your form? Contact Customer Service at (425) 452-3500 or toll free (800) 669-3539.

Direct Deposit

Rules & Instructions

- All direct deposits will be initiated according to your employer's reimbursement schedule. Deposits may take up to two (2)

**Please read reverse for important information regarding
Direct Deposit and the Navia Benefits Card.**

business days to appear in the designated account.

- Returned items due to incorrect banking information are assessed a \$10.00 fee.

Navia Benefits Card

Rules & Instructions

- Please be sure to include an email address above or no cards will be issued.
- Navia Benefits Cards are good for 3 years; at expiry you will automatically receive a new card.

Ineligible Navia Benefits Card Expenses

- The IRS provides the following 3 methods for correcting the reimbursement of an ineligible Navia Benefits Card Charge. A participant must: a) repay the plan for the amount of the ineligible expense, or b) request the substitution or offset of future claims to repay the plan. If neither option "a" nor "b" is successful the final option illustrated by the IRS permits the employer to deduct the ineligible expense from the participant's wages or other compensation consistent with federal and state law.
- For example, if you use the card for an ineligible expense the card will be suspended to prevent further use. We will reactivate the card once you reimburse the plan for the amount of the ineligible expense. If you do not reimburse the plan the card will remain suspended. You may still submit claims via fax or mail and, upon request, we will substitute or offset those future claims against the amount of the ineligible expense until the amount of the ineligible expense is repaid. If you do not repay the plan or substitute or offset future claims against the amount of the ineligible expense your employer may withhold the improper payment amount from your wages or other compensation consistent with applicable federal or state law.

Lost/Stolen or Additional Navia Benefits Card

- There may be a \$5.00 fee charged for the reissue of any lost, stolen, or otherwise misplaced Navia Benefits Cards.
- There may be a \$5.00 fee charged for the request of additional Navia Benefits Cards.