DIRECT DEPOSIT AUTHORIZATION

ROCKY MOUNTAIN reserve

PO Box 631458, Littleton, CO 80163
P: 888-722-1223, FAX: 866-557-0109
claims@rmrbenefits.com
www.RockyMountainReserve.com

Name: _____

Employer: _____

Email Address: _____ **SSN:** _____

Mailing Address: _____

Daytime Phone Number: _____ **Plan Year:** _____

NOTE: THIS INFORMATION CARRIES FORWARD FROM YEAR TO YEAR. IF A FORM IS ON FILE WITH ROCKY MOUNTAIN RESERVE IT IS NOT NECESSARY TO SEND IN A NEW FORM EACH YEAR.

☐ **START:** I hereby authorize and request the payment of all future claims be by direct deposit to my account. I understand it may take up to 10 days for the change to be effective.

☐ **STOP:** I hereby authorize and request the payment of all future claims be by check and mailed to my address of record.

☐ **CHANGE ACCOUNTS:** I hereby authorize and request the payment of all claims be by direct deposit to the new account below. I understand it may take up to 10 days for the change to be effective.

Routing Number: | | | | | | | | | |

Account Number: | | | | | | | | | | |

ATTACH A COPY OF A VOIDED CHECK

PLEASE DO NOT STAPLE

Policies of Direct Deposit:

- Participants have the opportunity to receive their claim payment by direct deposit into their checking account or by check mailed directly to them. **If participants make no election a check will be mailed directly to the address of record.**
- Rocky Mountain Reserve agrees to mail a check or initiate a direct deposit within seven business days from the date a claim is received or the date a contribution is received from the employer to initiate the claim reimbursement.
- Due to banking limitations, the initial direct deposit, for any participant, may take up to ten days from the date the direct deposit authorization is received. Because of this banking limitation, the first reimbursement **may** be by check.
- If a check is sent, the check stub will contain the participant's account balance and activity. If a direct deposit is requested, notification of payment will be sent to the email on file. Participants may look up their account activity on our website.
- Participants requesting direct deposit must provide, or have previously provided an election for direct deposit and a voided check.

_____ _____

Employee Signature **Date**