

# DIRECT DEPOSIT AUTHORIZATION FORM

Voya Benefits Company, LLC  
A member of the Voya® family of companies  
Customer Service: PO Box 1168, Minneapolis, MN 55440  
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) \_\_\_\_\_ (Middle Initial) \_\_\_\_\_ (Last) \_\_\_\_\_  
Harvard University ID (HUID) (Required) \_\_\_\_\_  
Phone \_\_\_\_\_ Email (Required) \_\_\_\_\_  
Employer Name \_\_\_\_\_

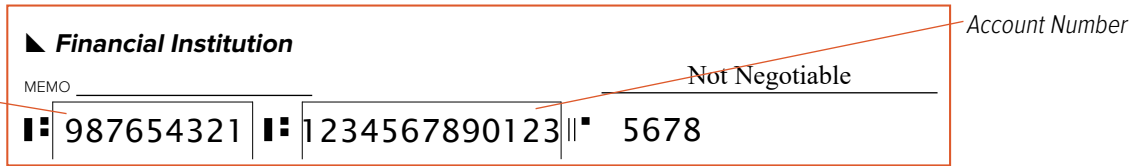
## DIRECT DEPOSIT AUTHORIZATION

Please confirm receipt of your direct deposit prior to using funds. Voya Benefits Company, LLC will not be responsible for overdraft fees on your account. All fields are required.

Bank Name \_\_\_\_\_ Bank Account Type:  Checking  Savings  
Bank Routing Number (9 digits) \_\_\_\_\_ Bank Account Number \_\_\_\_\_

### Sample Check

Routing Number (9 digits)



**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 \_\_\_\_\_