

City of Davis Retiree HRA
DIRECT DEPOSIT ENROLLMENT FORM
Authorization to Receive Reimbursements by Direct Deposit (ACH Credit)

Check one: Initial enrollment Change existing enrollment

Name Last 4 of SSN

Mailing address (complete with street, city, state and zip)

Phone # Email Address

Name of DEPOSITORY (Name of Financial Institution) Checking Savings

YOUR 9-DIGIT BANK ROUTING NUMBER	YOUR ACCOUNT NUMBER

I (we) hereby authorize third party administrator BASIC pacific to initiate credit entries to the checking or savings account designated above at the financial institution named above, hereinafter referred to as DEPOSITORY, and to credit the same to such account. This authority will remain in full force and effect until the City of Davis has received *written* notification from me of its termination in such time and in such manner as to afford BASIC pacific and DEPOSITORY a reasonable opportunity to act on it.

Signature Date

Attach "VOID" check here

Deposit slips are not acceptable

Return completed form to:
City of Davis
Human Resources
23 Russell Blvd
Davis, CA 95616
Questions? (530) 757-5634

Direct Deposit Enrollment Form & Instructions

- Direct deposit is a convenient way to receive your reimbursements.
- When you sign up for direct deposit, you will be notified each time we pay a reimbursement (to receive notifications, we must have your email address on file).
- Complete and return this form to enroll for direct deposit.
- While not required, we strongly recommend that you attach a “void” check to ensure the accuracy of your account information.
- You must complete a new Direct Deposit Enrollment Form each time you change your bank account.
- Once you sign up for direct deposit, it will remain in force until you cancel it in writing (or e-mail to City of Davis HR at human-resources@cityofdavis.org). Please allow two weeks to process your cancellation.

For general reimbursement questions contact BASIC pacific using any of the following methods:

PHONE: 800-574-5448

E-MAIL: customerservice@basicpacific.com

If you provide your email address, you will receive notification each month when your direct deposit is sent.