

## NO MORE WAITING FOR YOUR CHECK IN THE MAIL UPDATE THIS INFO ONLINE IN THE EMPLOYEE PORTAL

Stop waiting for your check in the mail and start getting rewarded! Participants can elect to receive their reimbursement via direct deposit. Direct deposit reimbursements will be posted to your bank account within 1-2 business days following processing.

To file a claim, simply submit your claim online through the Employee Portal at: [www.beneflexhr.com](http://www.beneflexhr.com) or send your claim form directly to BeneFLEX via email, fax, or mail. Then, go online and login to the Employee Portal where you can review your claim status and verify your direct deposit.

If you have any questions, please contact BeneFLEX HR Resources at: [info@beneflexhr.com](mailto:info@beneflexhr.com) or call us at: (314) 909-6979 or toll free: (800) 631-3539 for calls outside the St. Louis area.

Employee Name: \_\_\_\_\_ Last 4 digits of SS#: \_\_\_\_\_

Employer: \_\_\_\_\_

I hereby authorize BeneFLEX HR Resources to initiate credit entries to my (check one) **checking account** or **savings account** listed below and the depository named below (Depository) to credit the same to such account as well as debit entries initiated in error.

Account Number: \_\_\_\_\_

Depository (Financial Institution): \_\_\_\_\_ Branch: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_

Bank ACH Routing Number: \_\_\_\_\_

The authority will remain in full force and effective until BeneFLEX HR Resources has received written notification from me of its termination in such time and in such manner as to afford BeneFLEX HR Resources a reasonable opportunity to act on it. I also understand by signing this, I am verifying I understand I am responsible for the accuracy of the initial information and the updating of these subsequent fields (i.e. Changing bank accounts, bank name changes, etc.).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit Form to: BeneFLEX HR Resources, Inc.**

Fax: (314) 909-6983 | Email: [info@beneflexhr.com](mailto:info@beneflexhr.com) | Website: [www.beneflexhr.com](http://www.beneflexhr.com)

**\*\*An actual voided check or copy of a voided check must be attached\*\***

**Tape or staple voided check here**

\*\* Direct deposit only processed with a copy of a voided check on file.