



WageWorks, Inc.  
PO Box 226101  
Dallas, TX 75222

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To Sample Participant and Covered Dependents  
4609 Regents Boulevard  
Irving, TX 75063

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## Authorization Agreement for Direct Debits (ACH Debits)

Many participants like the ease of recurring payments – automatic withdraw of funds to pay for premiums. After you sign up, payments are automatically transferred from your bank account on or about about the 1st or 15th of the month. Plus, you no longer receive mailed invoices from us.

### How to Enroll

There are three ways to sign up for automatic payments:

- **Enroll online – it’s the quickest way to set up automatic payments.** Log in to your online account at **mybenefits.wageworks.com**. Then select **Automatic Payments** from the sidebar menu. If you choose this option, you don’t need to complete the form included with this letter.
- **Fax your request.** Simply complete the enclosed form, then fax the form and a voided check to 877-353-2948.
- **Submit by mail.** Complete the enclosed form, and submit it along with a voided check to:

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If mailing, please don’t staple your check to the form. Use a paperclip or tape the voided check to another sheet of paper.

### Important Setup Details

Be aware it takes time for WageWorks to process your request. Then it takes more time for your banking institution to do the same. **Please allow up to 45 days for your automatic payments to be put into place. We are required to send a pre-authorization to your bank to verify your account information. You may see a transaction from us for a nominal amount, which is part of this testing process.**

While we process your request, you must ensure your premiums are paid in a timely manner. To ensure continuous coverage, you should submit payment for at least one month of coverage when submitting your completed form. If you prefer, you may make a payment through your online account or by phone at 1-877-722-2667. You may log in to your online account to review the status of your ACH debit request at any time.

The first withdrawal from your account will include all premiums due, up to and including the current month of coverage. If all premiums due have been paid by other means, WageWorks will not deduct funds from your bank account until the following month.

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