

**Medical Mutual**

MZ: 44-2W-8317  
2060 East Ninth Street  
Cleveland, Ohio 44115-1355

Phone Number: (800) 525-9252  
Fax Number: (440) 878-4890

## Direct Deposit Authorization for Reimbursement Form

**Instructions**

To set up direct deposit via ACH, complete all the information below and sign and date the bottom of the form. You can fax the completed form to (440) 878-4890 or mail it to the address above. If you have questions, please call Customer Care at (800) 525-9252. We are available Monday through Friday from 8 a.m. to 5 p.m. Please feel free to make copies of this form for future use.

General Information		
Employer	Employee Name	Phone Number
Account Information		
Account Number	Routing Number	Account Type (Select one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings
Depository (Financial Institution)	Branch	
City	State	Zip
Authorization		
I hereby authorize Medical Mutual Services, LLC to initiate variable credit entries to my account indicated above and the depository named above to credit the same to such account. This Authority will remain in full force and effect until Medical Mutual Services, LLC has received written notification from me of its termination in such time and in such manner as to afford Medical Mutual Services, LLC a reasonable opportunity to act on it. Medical Mutual Services, LLC is not responsible for any bank fees related to expenditures made before an actual ACH deposit is in your account. It is your responsibility to verify that the funds are in your account before you expend them.		
Employee Signature	Date	

## Staple one voided check here.

**Please attach a voided check within this area to have checks deposited into a checking account via ACH.  
We will not process this form without a voided check.**

**To have checks deposited into a savings account, you do not need to provide any additional documents. Only  
the account number and routing number are required.**

**Please Note:** Your next disbursement will still be in the form of a check. This transaction is required before the ACH option can take effect. All remaining payments will be made via ACH. If your bank stops an ACH transaction for any reason, we will cancel this feature until corrections can be made.