SISC
Self-Insured Schools of California
Schools Helping Schools

navia
benefit solutions

Direct Deposit Request Form

Instructions

1. Please write legibly to ensure proper processing.
2. Be sure to sign the form and submit! Form may be sent using the Navia Benefit Solutions website, using MyNavia App, or by e-mail but choose one method only.
   E-mail: election@naviabenefits.com
   Mail: Navia Benefit Solutions, PO Box 53250 Bellevue, WA 98015-3250

Did you know you can enter direct deposit information online?
No paperwork necessary, just log in to the participant portal and click "Update Bank Info."!

Employee Information

First Name	**Last Name**	**SSN**
Home Address (Street, City, State, Zip Code) ☐ Please update my address on file		**Phone Number**
Employer Name		**E-mail Address -** required to issue debit card

Direct Deposit Request

Reimbursements are electronically deposited into your bank account. If you've previously signed up for direct deposit your information will remain on file and you do not need to complete this section.

❑ Checking
❑ Savings

Routing #: _____

Account #: _____

All direct deposits will be initiated according to your Plan Administrators reimbursement schedule.

❑ **YES**, I authorize Navia Benefit Solutions to electronically deposit my reimbursements into the above specified bank account. This authority will remain in full force and effect until Navia Benefit Solutions has received written notification from me of its termination in such time and in such manner as to afford Navia Benefit Solutions and the banking institution a reasonable opportunity to act on it.

X _____ _____
Employee Signature **Date**

Need help filling out your form? Call Customer Service at 425-452-3500 or toll free 800-669-3539.