



# Rural Community Insurance Services Electronic Funds Transfer (REFT) Direct Deposit Authorization Form for Indemnity Payments

Check appropriate box:  Set-up direct deposit  Change existing direct deposit  Cancel direct deposit

Policyholder Name:

Tax ID Number:          EIN  SSN

Direct Deposit will be attached to all polices with the Tax ID Number listed above

If an assignment of indemnity or transfer of right to indemnity exists on the policy the net indemnity will be paid via check.

E-Mail Address

Routing transit number of the financial institution where deposit is to be made:

Checking  Savings

Account Number (beginning in the first box):

**IMPORTANT: Attach a voided check for direct deposit account listed above**

I hereby authorize Rural Community Insurance Services (RCIS) to initiate credit and debit entries to the account that I have listed above in accordance with terms for all deposit accounts. This authority remains in effect until RCIS or the above financial institution receives notification to the contrary.

SIGNATURE	PHONE NUMBER (      )	DATE
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If you have any questions regarding this form, please contact **Loss Accounting** at 800/328-9143

**INSTRUCTIONS: You must sign and date the form; send to RCIS, Attn: Accounting Department, 3501 Thurston Ave., Anoka, MN 55303-1060.**

To set up or change net indemnity into a checking or savings account:

1. Check the appropriate box, complete policy name, tax id number and type. (E-mail address if applicable)
2. Enter routing transit number of the financial institution where deposit is to be made. (The field must be completely filled in). The 9-digit number is located at the bottom of both checks (checking accounts) and savings deposit tickets (savings account).
3. Enter the account number where deposit is to be made.
4. Check the type of account (checking or savings).
5. Attach a blank voided check (as noted above) for the account where deposit is to be made.
6. Sign and date the form.

**Pre-note:** Direct deposits will be "pre-noted" for 5 business days from receipt by RCIS to detect any problems with your bank transit account number. During the pre-note period any indemnity paid will be issued via check

**Note:** If you close a bank account, you must complete a direct deposit authorization form to cancel the appropriate direct deposit. Submit the form to the RCIS Accounting Department, 3501 Thurston Ave. Anoka, MN 55303. If Accounting is not notified with sufficient lead-time to prevent the direct deposit from occurring, and funds are directed into the closed account, the direct deposit will reject at your financial institution. Funds will not be available until RCIS receives a credit from your financial institution.