

**STATE OF WASHINGTON**  
**NAVIA BENEFITS CARD/DIRECT DEPOSIT AUTHORIZATION FORM**



**Employee Information**

Last Name, First Name _____		SSN (Employee I.D. if higher education): _____	
Address _____	City _____	State _____	Zip code _____
<input type="checkbox"/> <b>Address Change</b>			
Email - REQUIRED FOR DEBIT CARD _____		DOB (MM-DD-YYYY) _____	

**Navia Benefits Card Election**

**IMPORTANT:**

- You must elect the debit card from Navia Benefit Solutions each year you wish to use it.
- If you received a card in 2015 and re-enrolled in the Medical Flexible Spending Arrangement (FSA) for 2016, your existing debit card will be loaded with your new elected funds.
- **Do NOT complete the section below if you already elected a debit card on your 2016 Medical FSA/DCAP Enrollment Form or on the Navia Benefit Solutions website during PEBB's open enrollment November 1-November 30, 2015.**

<p align="center"><b>Medical FSA Debit Card</b></p> <p>A debit card that pays for your qualifying medical expenses from the Medical FSA</p>	<p>There is no cost for you to receive the debit card. <b>You must provide an email address to use the debit card.</b></p>
<p><input type="checkbox"/> YES, I authorize Navia Benefit Solutions to issue a debit card for my Medical FSA benefit for the 2016 plan year.</p> <p><input type="checkbox"/> YES, I would like an <b>additional</b> card for my spouse or eligible dependent. Please issue an additional card for:</p> <p><input type="checkbox"/> Spouse   <input type="checkbox"/> Dependent _____</p> <p align="center">Last Name, First Name</p>	
<p>I acknowledge that I have read the entire form and agree to follow federal and state rules for this benefit as explained in the IRS Regulations and in the Medical FSA Enrollment Guide.</p> <p>X _____</p> <p><b>Employee Signature</b> <span style="float: right;"><b>Date</b></span></p>	

**Direct Deposit Authorization**

**IMPORTANT: Do NOT complete the section below if you already provided direct deposit information when you enrolled on the Navia Benefit Solutions website or on the Medical FSA/DCAP Enrollment Form during PEBB's Open Enrollment November 1-November 30, 2015. DO complete this section if your direct deposit information has changed, or if you did not provide your direct deposit information during enrollment.**

<p align="center"><b>Direct Deposit</b></p> <p>Medical FSA and DCAP reimbursements are electronically deposited into your bank account.</p>	<p><input type="checkbox"/> Checking     <b>Routing #</b> _____</p> <p><input type="checkbox"/> Savings        <b>Account #</b> _____</p>
<p>This direct deposit authorization 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.</p>	
<p><input type="checkbox"/> YES, I authorize Navia Benefit Solutions to electronically deposit my Medical FSA reimbursements into the above specified bank account.</p> <p>X _____</p> <p><b>Employee Signature</b> <span style="float: right;"><b>Date</b></span></p>	

Customer Service: (425) 452-3500 or (800) 669-3539 Visit our Web site at <http://pebb.naviabenefits.com>

**Please read next page for important information about direct deposit and the debit card.**

## **Direct Deposit**

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- Navia Benefit Solutions will initiate all direct deposits on the same day as the check reimbursement date. Deposits may take up to two business days to appear in the designated account.
- Navia Benefit Solutions will charge a \$10 fee for returned items due to incorrect banking information you provide.

## **Navia Benefits Card**

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- You must provide a valid email address to receive the Navia Benefits Card.
- Navia Benefit Solutions will send one card in the mail with your name on it. If you requested an additional card for a spouse or dependent, it will be sent separately. The first two cards are provided at no cost. There is a \$5 fee for each additional card requested, or to replace lost or stolen cards.
- You must elect the debit card each year you want to use the card. If you re-enroll in the Medical FSA for 2016 plan year, Navia Benefit Solutions will load your current card with your new FSA elections.
- The debit card is valid for three years. Navia Benefit Solutions will send you a new card before it expires if you are enrolled at that time.

## **Ineligible Debit Card Expenses**

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You have up to 75 days from the transaction date to submit the necessary documentation requested. Per IRS regulations, debit card transactions that have not been substantiated by the 75-day deadline will result in the temporary suspension of your debit card. Your card will be reactivated once all outstanding transactions have been substantiated.

## **Lost Receipts or Ineligible Expenses**

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Navia Benefit Solutions may use the following methods for correcting an ineligible debit card charge or lost receipts:

- Pay back the amount of money you owe for the ineligible expense(s) you incurred by submitting a personal check, money order or payment to Navia Benefit Solutions or through online bill pay.
- Submit additional eligible expenses as a substitute charge for the lost or unsubstantiated expense. You must note on the claim form or online when you substitute a claim for a previous ineligible card charge.