



**BBP Admin**  
 BENEFITS ADMINISTRATION  
COBRA, FMLA, FSA, HRA, HSA, TRANSIT  
 info@bbpadmin.com  
 www.bbpadmin.com  
 630 773 2337

## ACCOUNT FUNDING AUTHORIZATION

I request and authorize BBPadmin (BBP) and/or its designee to debit amounts due for my Benefits Account usage, and I request and authorize the Financial Institution named below to accept and honor the same from my account. This Authorization will remain in effect until I notify BBP in writing to terminate and BBP has a reasonable time to act on the termination.

Check One:       Checking Account      \_\_\_\_\_  
                           Savings Account      \_\_\_\_\_

Routing Number for above account: \_\_\_\_\_

Name of checking account holder: \_\_\_\_\_

Bank Name: \_\_\_\_\_

**PLEASE ATTACH VOIDED CHECK**

Employer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Name of Authorized Employee for account above: \_\_\_\_\_

Signature Authorization for electronic debit and check: \_\_\_\_\_

If your account requires two signatures please add another person below:

Name of Authorized Employee for account above: \_\_\_\_\_

Signature Authorization for electronic debit and check: \_\_\_\_\_

Name of Employees and e-mail addresses that need manual claim report: \_\_\_\_\_

\_\_\_\_\_

**Which funding option are you choosing:** [http://www.bbpadmin.com/docs/Employer/Bank\\_Account\\_Funding\\_Options.pdf](http://www.bbpadmin.com/docs/Employer/Bank_Account_Funding_Options.pdf)

Direct Link (Origination ID 1383261866)     Zero Balance Account(Origination ID 5362949580)

For our Zero Balance Account option, we can set up the account in 1 of 2 ways:

1. All manual reimbursements and debit card activity would be linked to BBPadmin's account. *(Recommended)*
2. All manual reimbursements are linked to BBPadmin's account. And all debit card activity is linked directly to the Employer's account.

**BBP Fees**

Please make sure if using a BBPadmin account that you give your bank the above origination ID so that our bank is not denied the funds. Any funding that is denied will result in a \$25 reprocessing charge and a 10% fund penalty if over 2 business days of funds not being delivered.