# How to Set-up Direct Deposit for Flexible Spending and Reimbursement Accounts

ADD A BANK ACCOUNT

You can add your personal bank account to receive your reimbursements via direct deposit from your flexible spending and reimbursement accounts by accessing NetBenefits. Select the Flexible spending and reimbursement accounts tile and then select **Link to bank account**. Adding your bank account will allow you to quickly reimburse yourself via direct deposit for eligible health care, dependent care, and other flexible spending and reimbursement accounts expenses paid out-of-pocket by you or your eligible dependents.

Select **Add a bank account**.
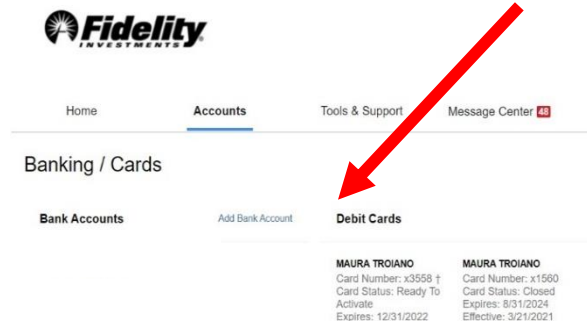
The pop-message for **Add Bank Account** will display.   Enter your banking information. Note important tips below.

IMPORTANT TIPS:

- The bank account must be in your name and social security number. The real-time banking verification process helps ensure that your name, social security number, bank name, and account number is a match.
- The bank account must have a positive balance at the time of verification.
- The bank account cannot be a prepaid debit card account, home equity line of credit, line of credit, or credit card check.
- The bank account cannot be in a negative status, frozen status or be a closed account.
- The bank address should be the corporate headquarters address and not a branch location; in many instances, the address will auto-populate.

MICRO-DEPOSIT VERIFICATION

If your bank account can't be linked based on information provided from the real-time banking verification process, then you can verify your account using the micro-deposit verification process.
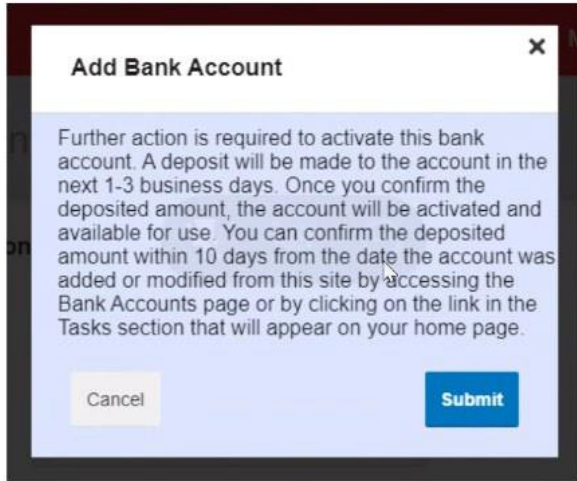
IMPORTANT: For security purposes, a micro-deposit ranging from $0.01 - $0.99 will be made to your bank account in the next 1-3 business days by "**FIDELITY INVESTM PRETAX BENEFIT TRANS**". You will receive an email reminder to check your bank account for that Fidelity micro-deposit in your account. Once you see that micro-deposit in your account, make note of the amount.

Log in to NetBenefits and select **Flexible spending and reimbursement accounts** tile, then **Link a bank account**. The notification will read "**One or more bank accounts require activation**." Select **Activate** and enter the micro-deposit amount that was deposited in your bank account and then select **Submit.** You will receive a notification that a new bank account connection has been added to your flexible spending and reimbursements accounts.
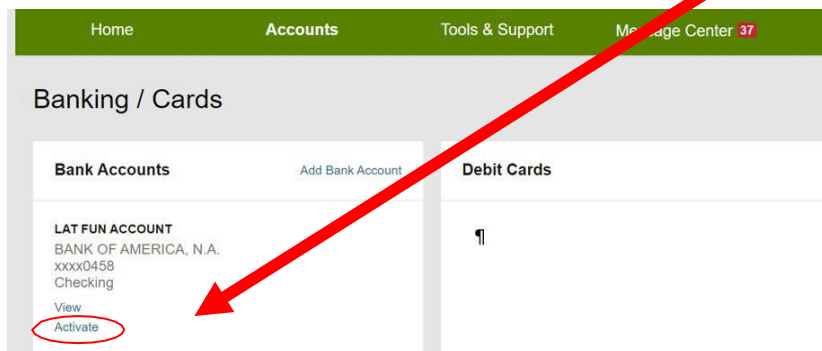
You will now start receiving your reimbursements faster via direct deposit to your own bank account.
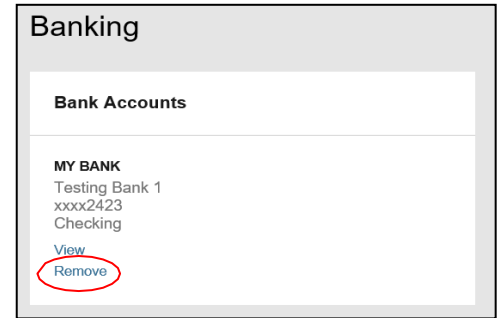
If there are additional questions, please reach out the Fidelity Flexible Spending and Reimbursement Accounts call center for additional assistance. Our voice prompts will get you to the right call queue by saying flexible spending and reimbursement accounts bank account assistance.

REMOVE A BANK ACCOUNT

To remove a bank account, go to NetBenefits. Once logged in, select Flexible spending and reimbursement accounts, then select **Link a bank account**. Underneath the account will be the option to View or Remove. Select **Remove** to eliminate the selected bank account.

*Note: The **Remove** button will only be visible when bank account updates are allowed and if there are no pending electronic transactions.*

Banking

Bank Accounts

MY BANK
Testing Bank 1
xxxx2423
Checking
View
Remove