

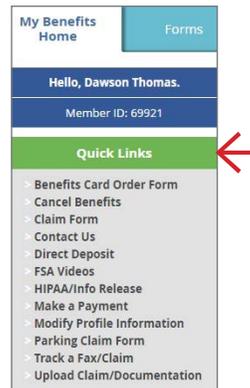


Get your reimbursements deposited directly into your bank account with direct deposit.

**1** Log into your secure P&A Group account at [www.padmin.com](http://www.padmin.com). Under the Login box, select “Participant” as the user type and choose your account type. Click “Go to Login.”



**2** Once you’re logged into your account, click “Direct Deposit” under Quick Links.



**3** Choose your account type, enter your bank account information and click “Submit.” Please allow up to five business days for your direct deposit to be setup. If you need to change your direct deposit information, you may do so here.

And, that’s it! In just three easy steps you are enrolled in direct deposit for all of your claim reimbursements.

**ENROLL IN DIRECT DEPOSIT**

To enroll in direct deposit please fill out the form below as accurately as possible. Once complete, please click the “Submit” button below to submit the form.

Account Type:  Checking  Savings

Bank Routing Number:

Bank Name:

Bank Account Number:

Verify Bank Account Number:

**User Agreement**

By clicking Submit button below I authorize P&A Administrative Services, Inc. and the bank listed above to deposit my claim reimbursements directly into my bank account listed above. If funds to which I am not entitled are deposited to my account due to error or any other reason, I authorize P&A Administrative Services, Inc. to direct the bank to return said funds to P&A Administrative Services, Inc. I understand that my deposit may not be credited to my account for up to 2 business days after the transaction has been sent to the bank for processing. I understand that this authorization will remain in effect unless I advise P&A that I have revoked it. Furthermore, I understand that it is my responsibility to notify P&A of all future changes to my bank account number and routing number. If I fail to notify P&A of changes of this nature, I will be responsible for reimbursing P&A for all applicable bank charges.

I have fully read, accepted and understood the terms and conditions set forth on the direct deposit user agreement located directly above.

Submit