BASIC®

Direct Deposit Request Form

Participant Information
To update your account information, log in to https://cda.basiconline.com/.

Employer: _____

Name: _____ Participant ID : _____

How to Set Up a MyCash Transfer
Please note that a MyCash Account balance must be at least $25.00 for a transfer to initiate.

CDA benefits app: Skip this form and visit <u>set up your transfer</u> in the BASIC benefits app. Click the black triangle that says MORE at the bottom of the screen. • Under MyCash select SCHEDULE A BALANCE TRANSFER • Choose WHEN A CERTAIN BALANCE IS REACHED ($25 min) • Add in your bank account information • Select the following date for transfer date	**OR**	Complete this form and choose an option below. Please note that these methods take longer to process than if the request is made in the benefits app. **Secure Upload:** Visit https://claims.basiconline.com/Portal.aspx and upload this form and documentation. **Fax** this form and documentation to 269-327-0716 **Mail** this form and documentation to BASIC CDA Dept. PO Box 6278, Monona, WI 53716

Financial Institution

Financial Institution (name of bank)	
9-Digit Routing Number	
Account Number	

I hereby authorize BASIC to electronically transfer MyCash funds to the bank account provided. I understand BASIC does not control when funds will be made available by my bank. If a transfer is deemed ineligible after payment, I authorize BASIC to withdraw those funds electronically from my account.

Signature: _____ Date: _____