



Cedar Rapids Community School District

Excellence for All

New _____ Change _____

Benefits Department
2500 Edgewood Rd NW
Cedar Rapids, IA 52405-1015

Insurance ACH-Direct Debit Form (Direct Withdrawal Payment Plan)

The Direct Withdrawal Payment Plan allows you to make payments for your insurance directly from your checking or savings account. Payment for insurance premiums are debited from your checking or savings account on or around the 15th of each month prior to the month of coverage. Example: June 15th deduction would be for July coverage.

Complete and return this form to the CRCSD - Benefits Department to begin the Direct Withdrawal Payment Plan.

- If the withdrawal is from a checking account attach a voided check.
- If the withdrawal is from a savings account obtain written documentation from the financial institution providing the appropriate routing information.
- **We cannot accept a deposit slip.**

NAME OF INSURANCE PLAN HOLDER (Retiree or other applicant)

_____ Date _____

(Please Print)

I hereby authorize CRCSD to initiate automatic debit transactions to the financial institution and account listed below:

Account Number _____ Checking - Savings (*Circle the correct one*)

Name of Financial Institution _____

Financial Institution's City _____ State _____

CRCSD may initiate credit entries to this account to adjust for withdrawal errors. My designated financial institution is therefore authorized to debit and/or credit the same to my account. By signing below you agree to the terms herein. If this is a joint account all account holders must sign below.

Signature Account Holder #1 _____

Signature Account Holder #2 _____

Address _____

City _____ State _____ Zip _____

This authorization is part of your permanent insurance record and will remain in effect until you change the authorization by submitting a new form. If you change your financial institution complete this form and return it to Benefits by the 1st of the month.

Required:

Attach voided check or other preprinted document that shows the name of the financial institution and account number.

**WE WILL NOT ACCEPT A DEPOSIT SLIP
FOR CHECKING OR SAVINGS WITHDRAWAL**