



PDA

PAYROLL DEDUCTION AUTHORIZATION

MAIL OR FAX TO:
TAI / PROFESSIONAL BENEFIT ADMINISTRATORS
 1000 HURRICANE SHOALS RD, NE SUITE C-370
 LAWRENCEVILLE, GA 30043

FAX: 770-963-6126 OR 888-264-6975
 PHONE: 770-963-3939 OR 800-578-2082

EMPLOYEE INFORMATION

SOCIAL SECURITY NUMBER:

NAME OF FEDERAL EMPLOYEE:

ADDRESS:

Street	City	ST	ZIP
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EMAIL ADDRESS:

CELL/HOME PHONE: _____ **FEDERAL AGENCY:** _____

PAYROLL DEDUCTION INFORMATION

BANK ROUTING: 061 000 227 **ALLOTTEE'S ACCT# (ADD LAST FOUR DIGITS OF SSN#)**

8	7	7	6	7	8	2	5	7	7	8	2	7				
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TYPE OF DEPOSITOR ACCT: CHECKING **TOTAL BIWKLY DEDUCTION** _____

TO INITIATE THE PAYROLL DEDUCTION PROCESS, PLEASE PROVIDE THE FOLLOWING:

ID# _____ **PIN#/PASSWORD** _____

CONFIRMATION# _____ **START DATE** _____ **PAY PERIOD** _____

DISBURSEMENT INFORMATION

PROVIDER	BIWKLY PREMIUM	SPECIAL INSTRUCTIONS:
PREMIUM SUB-TOTAL:		
NON-REFUNDABLE ADMINISTRATIVE FEE :	\$2.50	(per allotment processed)
TOTAL BIWKLY PAYROLL DEDUCTION:		Round UP for all Federal Agencies EXCEPT Postal (enter amount above in Total Biwkly Ded)

SIGNATURES

AGENT (PRINT)

AGENT PHONE: _____ **AGENT EMAIL:** _____

I hereby authorize Transaction Allotment Inc (TAI) to receive my payroll deduction into their Wells Fargo Account (identified by my Social Security Number), and indicated above in the Biweekly Allotment Amount. I also authorize TAI to distribute that amount as indicated above. I further authorize TAI to disclose my Social Security Number and other nonpublic personal information to third parties as necessary to effect and administer the services to be performed by TAI hereunder. I further agree that if my employer fails to deduct and/or transmit the required payments, whether intentionally, inadvertently or otherwise, TAI shall have no liability whatsoever with respect thereto even though such failure results in the forfeiture of any and all insurance policies or contracts. I further understand that any insurance coverage will only be effective upon the date of coverage stated on the respective policy(s) and after premium money has been collected and applied by the insurance carrier.

SIGNATURE OF ENROLLEE: _____ **DATE:** _____