

# Reimbursement by Direct Deposit



## Quickest Way to Receive Reimbursements

If you choose to submit a reimbursement instead of using the Chard Snyder Benefits Card to pay for eligible expenses, sign up for direct deposit. It's the fastest way to get your money back. Payments made via direct deposit into your personal checking or savings account will arrive more quickly (usually 2-3 business days) than waiting for a reimbursement check by mail (could take 1-2 weeks).

## Sign Up for Direct Deposit

Sign up for direct deposit online through your Chard Snyder account to get your reimbursements quickly. Follow the steps below:

1. Log in to your [Chard Snyder online account](#)
2. Select the *Tools & Support* tab
3. Under the *How Do I?* section, select *Change Payment Method*
4. Under *Current Payment Method*, select *Update*
5. Under *Alternate Payment Method*, select *Direct Deposit* and click *Submit*
6. If you have not previously added your bank account information, the *Add Bank Account* page will display. Enter your information and click *Submit*.

Home Accounts **Tools & Support** Message Center 1

### Tools & Support

Documents & Forms

FORMS

How Do I?

Change Payment Method

### Profile / Payment Method

Current Payment Method

PLAN YEAR	ACCOUNT(S)	PRIMARY	ALTERNATE
01/01/2013 - No end date	HSA	Debit Card	Direct Deposit

Update

### Alternate Payment Method

Direct Deposit

Signing up for direct deposit will allow your disbursements to be deposited into your designated bank account.

Check

A reimbursement check will be sent via U.S. mail based on your normal reimbursement schedule.

Cancel Submit

Once the steps have been completed, a confirmation page will display.

If there is a bank validation requirement, you will be notified on your account to look for a small transaction or "micro-deposit" in your designated bank account in the next couple of days to enter online, which will validate your account.