

How to Complete the ACH Authorization Form

This article outlines how to complete an Authorization Agreement for Automated Clearing House (ACH) Direct payments form.

Important: Read the ACH form in its entirety to ensure all fields are accurately completed. Failure to provide accurate information could lead to delays in processing. To complete the ACH form, follow these steps:

Step 1: Employer Information

Provide the information exactly as it appears in the Company Details section in LEAP.

- Employer Name
- Tax ID Number
- Employer Code (GPID)

Step 2: Account Information

Provide your banking information for ACH debits.

Important: The account must be a checking account.

- Financial Institution Name
- Account Number
- Routing Number: This number should be nine digits.
- Effective Date: This date should be the first of the month when ACH transactions should take effect. Important tips:
 - Effective date must be future dated.
 - For Chard Snyder and UnifyHR clients transitioning to WEX, **10/01/2025** is the earliest possible effective date.

Step 3: ACH Filter - Required

Contact your financial institution and provide them with the following information to authorize WEX Health, Inc. and Bancorp, our debit card provider, to initiate ACH transactions from the Account.

- Origination Company Name & ID Number: WEX Health, Inc. — 1900058554
- Origination Company Name & ID Number: The Bancorp Bank — 1050006509

Note: If a transaction description is required, use "BancorpSV."

Step 4: Authorization

Check all the applicable boxes to authorize WEX to initiate electronic funds transfer ("EFT") processed through ACH as debit/credit entries.

COBRA/Direct Billing Premiums	COBRA/Direct Bill members premium payments.
WEX Health, Inc. Administrative Fees and Other Service-Related Fees	<p>Monthly administrative fees debited on approximately the 25th of each month.</p> <p>If not selected, payment will need to be remitted by check.</p> <p>For more information, see Understanding your administrative fee invoice.</p>

Step 5: Sign, date, and return the form to WEX.