



**BASIC FLEX
Debit Card Recurring
Expense Form**

COMPLETE THIS FORM AND
RETURN TO

BASIC
9246 PORTAGE INDUSTRIAL DR.
PORTAGE, MI 49024

P 800-444-1922 ext 1
P 269-327-1922 ext 1
F 800391-6562

E flexcard@basiconline.com

Please type or print all information

PARTICIPANT INFORMATION

Employer name:

Participant name:

Social security number:

INSTRUCTIONS

If you would like to establish a recurring debit card transactions agreement with BASIC for pre-verified debit card transactions read and follow the guidelines and instructions below.

Instructions to establish your recurring expenses

- Complete this form
- Submit to BASIC, this form and documentation/receipts for the transaction you would like to establish as your recurring expenses
- Once the debit card transaction is approved, all future expenses incurred during the plan year, that match the approved expense will be automatically approved and no further documentation will be required
- Please note: A new certification will need to be provided at the start of each new plan year

Per IRS guidelines all future charges must comply with the following in order to be considered a recurring expense:

- Item or service must be rendered by the same provider
- Amount for item or service must always be the same

Once the debit card transaction is approved all future expenses incurred during the plan year, that match the previously approved expense will be automatically approved and no further documentation will be required.

RECURRING EXPENSE(S)

If any of these provisions change then the normal documentation rules will apply

Amount \$ Provider

Amount \$ Provider

Amount \$ Provider

PLEASE NOTE: YOU SHOULD KEEP A COPY OF ALL DOCUMENTATION FOR DEBIT CARD PURCHASES/PAYMENTS IN CASE YOU ARE REQUIRED TO SUBMIT THEM TO BASIC AS VERIFICATION AND AS YOU WOULD FOR YOUR PERSONAL INCOME TAX PURPOSES

SIGNATURE

Employee Signature: _____

Date: