

Information:

Drawer: Accounts Payable - Invoices

Vendor Number: 1503725

Vendor Name: Avidia Bank

Invoice Number: 3/2/2021

Invoice Date: 03/02/21

PO Number:

Check Number: 0277203

Check Amount: \$ 230.76

Check Date: 03/08/2021

Department ID: 00000

Reviewer Name:

Voucher Number: V0663995

Redaction Type: Other

Document Type: AP Invoice-3 Way/Pre-Approved

Document Below

****PLEASE DO NOT PAY VENDOR VIA ACH****

****CHECK IS NEEDED****

College of DuPage - Accounts Payable
Check Request Form
revised 1/9/19

This form may be used to request check payments only for those items for which the issuance of a purchase order would not be appropriate. Attach supporting documentation (e.g., invoice or agreement). Please refer to Vendor Payment - Check Request Procedure No. 10-65

Date: 3/2/2021
Vendor ID: 1503725

Invoice Number	P.O. Number/ Req. Number	Fund	Func.	Dept.	Object	Object Descrip.	Amount
N/A	HSA reimbursement	01	00	00000	2101040	HSA Empl/COD Contr 01/01/17	\$ 230.76
Grand Total							\$ 230.76

Check the appropriate box below and sign



We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have been provided in a satisfactory condition/manner. Consequently, payment is not appropriate at this time.



We, the undersigned, hereby certify that the goods/services, for which payment is herein requested, have not yet been provided. The first approver indicated below will notify the Accounts Payable Office in writing when the goods/services have been delivered in a satisfactory condition/manner.

AP VERIFIED

03/03/21 - MARIA ZERRUDO

Payee Name: Avidia Bank

Payee Address: PO Box 370
Hudson, MA 01749

Other
Instructions:

PLEASE SEND ATTACHED FORM WITH CHECK
TO THE ADDRESS AT LEFT

Description on Check:

Approvals:

Prepared By:

Lisa O'Reilly

Signature:

Lisa O'Reilly

Payment Due:

ASAP

Board Approved Date:

Approved By: David Virgilio

Date:

Signature:

David Virgilio

Approved By:

Date:

Signature:

Approved By Division VP:

Date:

REVIEWED

By Bobby Marek at 3:30 pm, Mar 02, 2021

APPROVED

By David P Virgilio at 3:53 pm, Mar 02, 2021

Return Approved Request and All Supporting Documents to: Accounts Payable (SRC 2132 A), acctpay@cod.edu



Instructions: Use this form to make a Contribution. Complete this form and mail it to Avidia Bank, P.O. Box 161390, Altamonte Springs, FL 32714. For assistance call 1.800.669.3539, or send an email to employerservices@naviabenefits.com.

HSA Account Owner's Name and Address:**HSA Trustee or Custodian's Name and Address:**

Avidia Bank
42 Main St
Hudson, MA 01749

Social
Security #Date of Birth
(mm/dd/yyyy)

09/11/1991

Home Phone

HSA Account Number

Contribution Information:Contribution Amount **\$230.76**Contribution For Tax Year **2020****Rules And Conditions Applicable To Contributions**

Various types of contributions may be made to your Health Savings Account (HSA). Federal law limits the amount which may be contributed and the date by which such contributions may be made. By properly completing this form you are authorizing the Trustee or Custodian to accept the HSA contribution described on this form and you are certifying that you are eligible to make such contribution. HSA contribution rules are often complex. If you have any questions regarding a contribution, please seek a competent tax professional. An HSA allows for tax-deductible contributions and tax-free distributions if amounts are used for qualifying medical expenses.

The total amount you may contribute to an HSA for any taxable year cannot exceed the applicable limit for that year. In addition, if you are age 55 or older by the end of the taxable year, you are eligible to make additional catch-up contributions to your HSA for that year. Qualified HSA funding distributions taken from your IRA and directly deposited to your HSA are also reported as regular HSA contributions. Refer to IRS Publication 969, Health Savings Accounts and Other Tax-Favored Health Plans, for more information. This publication is available from your local IRS office, on the IRS Internet Website at www.irs.gov.

Special Instructions:

Please return this completed form along with a check, money order, or draft payable to Avidia Bank and mail to:

Avidia Bank
P.O. Box 370,
Hudson MA 01749

Signature:

I certify that the deposit described above is eligible to be contributed to the HSA and I authorize the deposit/investment in the manner described above. I certify that all of the information provided by me is correct and may be relied upon by the Trustee or Custodian.

03/02/2021

HSA Account Owner

Date



The balance in your HSA is insured by the Federal Deposit Insurance Corporation (FDIC), and subject to applicable deposit limits.



From: Marek, Robert <marekr@cod.edu>
Sent: Tue Mar 02 16:03:12 CST 2021
To: invoicing@cod.edu
CC: vosicky@cod.edu, oreillyl7@cod.edu
Subject: FW: [External] [REDACTED]

Good afternoon!

Please see the attached to pay \$230.76 to Avidia Bank. Please note the special instructions on the check request form.

Thank you!

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599
phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: Virgilio, David <virgiliod@cod.edu>
Sent: Tuesday, March 2, 2021 3:56 PM
To: Marek, Robert <marekr@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>
Subject: RE: [External] [REDACTED]

Approved, please forward it on to AP!

Thx!

David P. Virgilio, C.P.A.
Interim Controller / Assistant Financial Controller – Financial Affairs
College of DuPage – Glen Ellyn, IL
phone 630.942.3028 – fax 630.942.2297

Check out the Financial Affairs Team Site [Here](#)

From: Marek, Robert <marekr@cod.edu>
Sent: Tuesday, March 2, 2021 3:52 PM
To: Virgilio, David <virgiliod@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>
[REDACTED]

Thanks!

Bobby Marek

Senior Accountant | Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599

phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: O'Reilly, Lisa <oreillyl7@cod.edu>

Sent: Tuesday, March 2, 2021 3:19 PM

To: Marek, Robert <marekr@cod.edu>

Cc: Vosicky, Judith <vosicky@cod.edu>

Subject: RE: [External] [REDACTED]

Hi Bobby,

I think I understand and agree that we owe her three. Here's a corrected form for three deposits. I assume that the form is sent along with the check so that the bank knows who to credit, right?

Thank you!

Lisa

From: Marek, Robert <marekr@cod.edu>

Sent: Tuesday, March 2, 2021 8:19 AM

To: Vosicky, Judith <vosicky@cod.edu>; O'Reilly, Lisa <oreillyl7@cod.edu>

Subject: RE: [External] RE: [REDACTED]

Good morning!

[REDACTED]

Thank you!

Bobby Marek

Senior Accountant | Financial Affairs

College of DuPage

425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137-6599

phone 630-942-2655 | fax 630-942-2297 | marekr@cod.edu

From: Vosicky, Judith <vosicky@cod.edu>

Sent: Monday, March 1, 2021 5:23 PM

To: O'Reilly, Lisa <oreillyl7@cod.edu>

Cc: Marek, Robert <marekr@cod.edu>

Subject: FW: [External] [REDACTED]

So it looks like you have to add the 12/23/21 to that special form to cut a check to Avida directly. Did we process the check for the two payments already? If not then please redo the special form to add the third amount otherwise fill out a new form for the 12/23/21 one.

From: Harleen Kaur <HKaur@naviabenefits.com>

Sent: Monday, March 1, 2021 4:54 PM
To: O'Reilly, Lisa <oreillyl7@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>; Marek, Robert <marekr@cod.edu>
Subject: [External] [REDACTED]

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.

[REDACTED]

12/23 \$70.52

Unfortunately, it looks like the 12/23 was reversed out incorrectly since we do not see a deposit made on Navia's end. We can return the funds to her standalone account, but we'll have to submit a contribution form along with a funding checking.

Please let me know if you have any questions or concerns.

Thanks!



Harleen Kaur
Team Manager

Navia Benefit Solutions, Inc.

www.naviabenefits.com | (425) 452-3479 | hkaur@naviabenefits.com

From: O'Reilly, Lisa <oreillyl7@cod.edu>
Sent: Friday, February 26, 2021 1:11 PM
To: Harleen Kaur <HKaur@naviabenefits.com>
Cc: Vosicky, Judith <vosicky@cod.edu>; Marek, Robert <marekr@cod.edu>
Subject: [REDACTED]

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Harleen,

[REDACTED]

Lisa

Lisa O'Reilly
Benefits Analyst / Human Resources
College of DuPage | 425 Fawell Blvd., SRC 2134 | Glen Ellyn, IL 60137
(630) 942-2648 | oreillyl7@cod.edu



CONFIDENTIALITY NOTICE: *This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.*

This electronic communication and all attachments may contain privileged and confidential information and is intended solely for the intended recipient. If you are not the intended recipient please notify the sender immediately and delete the message and any attachments from your systems-you may NOT use, disclose, copy or disseminate this communication or any attachments. This communication is not intended as legal advice and may not be relied upon as legal advice. If you need legal advice upon which you may rely, you must seek the advice of your attorney. If this communication includes information regarding federal taxes we inform you that any tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties that may be imposed on any taxpayer or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.

[attachment: avidia check request.pdf]

Marek, Robert

From: O'Reilly, Lisa
Sent: Tuesday, March 2, 2021 3:19 PM
To: Marek, Robert
Cc: Vosicky, Judith
Subject: RE: [External] RE: Alexandria
Attachments: Employer - Avidia - HSA Individual Contribution Form - Hernandez.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Hi Bobby,

I think I understand and agree that we owe her three. Here's a corrected form for three deposits. I assume that the form is sent along with the check so that the bank knows who to credit, right?

Thank you!

Lisa

From: Marek, Robert <marekr@cod.edu>
Sent: Tuesday, March 2, 2021 8:19 AM
To: Vosicky, Judith <vosicky@cod.edu>; O'Reilly, Lisa <oreillyl7@cod.edu>
Subject: FW: [External] RE: Alexandria

Thank you!

Bobby Marek
Senior Accountant | Financial Affairs
College of DuPage
425 Fawell Blvd | SRC 2130 | Glen Ellyn, IL 60137 6599
phone 630 942 2655 | fax 630 942 2297 | marekr@cod.edu

From: Vosicky, Judith <vosicky@cod.edu>
Sent: Monday, March 1, 2021 5:23 PM
To: O'Reilly, Lisa <oreillyl7@cod.edu>
Cc: Marek, Robert <marekr@cod.edu>
Subject: FW: [External] [REDACTED]

So it looks like you have to add the 12/23/21 to that special form to cut a check to Avida directly. Did we process the check for the two payments already? If not then please redo the special form to add the third amount otherwise fill out a new form for the 12/23/21 one.

From: Harleen Kaur <HKaur@naviabenefits.com>
Sent: Monday, March 1, 2021 4:54 PM
To: O'Reilly, Lisa <oreillyl7@cod.edu>
Cc: Vosicky, Judith <vosicky@cod.edu>; Marek, Robert <marekr@cod.edu>
Subject: [External] RE: Alexandria

CAUTION: This email originated from outside of COD's system. Do not click links, open attachments, or respond with sensitive information unless you recognize the sender and know the content is safe.



Team Manager

Navia Benefit Solutions, Inc.

www.naviabenefits.com | (425) 452 3479 | hkaur@naviabenefits.com

From: O'Reilly, Lisa <oreillyl7@cod.edu>
Sent: Friday, February 26, 2021 1:11 PM
To: Harleen Kaur <HKaur@naviabenefits.com>
Cc: Vosicky, Judith <vosicky@cod.edu>; Marek, Robert <marekr@cod.edu>
Subject: [REDACTED]

WARNING: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Lisa

Lisa O'Reilly
Benefits Analyst / Human Resources
College of DuPage | 425 Fawell Blvd., SRC 2134 | Glen Ellyn, IL 60137
(630) 942-2648 | oreillyl7@cod.edu



CONFIDENTIALITY NOTICE: This electronic mail transmission and any documents accompanying this electronic mail transmission are intended by College of DuPage for the use of the named addressee to which it is directed and may contain information that is privileged, or otherwise confidential. It is not intended for transmission to, or receipt by, anyone other than the named addressee or a person authorized to deliver it to the named addressee. It should not be copied or forwarded to any unauthorized persons. If you have received this electronic mail transmission in error, please delete it immediately.

This electronic communication and all attachments may contain privileged and confidential information and is intended solely for the intended recipient. If you are not the intended recipient please notify the sender immediately and delete the message and any attachments from your systems-you may NOT use, disclose, copy or disseminate this communication or any attachments. This communication is not intended as legal advice and may not be relied upon as legal advice. If you need legal advice upon which you may rely, you must seek the advice of your attorney. If this communication includes information regarding federal taxes we inform you that any tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of (i) avoiding penalties that may be imposed on any taxpayer or (ii) promoting, marketing or recommending to another party any transaction or matter addressed herein.