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Metro: 763-689-0111 | Toll Free: 855-369-5518
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A Division of Educators Benefit Consultants, LLC ("EBC")

Aviben reviews and authorizes certain 403(b) transaction paperwork on behalf of your employer. In order to have your paperwork reviewed and processed, you may mail, fax, or upload your forms to **Aviben**. Please note that you should only fax or upload the forms if the paperwork does **not** need to remain in its original form. Also, **Aviben does not** accept transaction paperwork via email. Below are the different ways to get your documents to the **ACS** department for processing.

Secure File upload

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Or go to this site: <https://aviben.com/services/hra/aviben-paperwork-submission-form/>

This can also be found on the Aviben website, <https://aviben.com>, under the "Services" tab then clicking "Aviben Paperwork Submission".

Fax Number: 763-689-6685

Mailing Address:

Aviben
Attn: 403(b) Division
1995 E. Rum River Dr. S.,
Cambridge, MN 55008

When mailing transaction paperwork to **Aviben**, please indicate forwarding instructions for the paperwork on a cover sheet, otherwise, they will be returned directly to the vendor after being approved. If you have any questions, you may contact the **ACS** department at the following numbers:

Metro Area: 763-689-0111

Toll-Free: 855-369-5518 When calling, press "1" for the 403(b) Department.

Please allow 3-5 business days for **Aviben** to review and authorize the documents. Processing can be delayed if any information is missing on the form, so please include contact information for any questions. Please make sure that the employer sponsoring the plan is indicated either on the form or on a cover sheet.