

DIRECT DEPOSIT AUTHORIZATION FORM

For Electronic Funds Transfer of Monthly Benefit Payments

I hereby authorize the Employees Retirement System of the City of St. Louis (ERS) to make monthly deposits and any necessary adjustments involving same deposits in the account identified below and the bank/financial institution designated below to accept such deposits and make any necessary adjustments.

Name and Address of Bank/Financial Institution

Bank or Financial Institution

Street Address

City

State

Zip

Account Information

Type of Account (check one): Checking Savings

Account Number: _____

Routing Number: _____

(For checking accounts, the nine digit routing number can be found at the bottom of your check. For savings accounts, please contact your bank/financial institution.)

PLEASE ATTACH A VOIDED CHECK TO THIS FORM

This authorization is to remain in full force and effect until ERS has received written notification from me of its termination in such time and manner as to afford ERS and the bank/financial institution a reasonable opportunity to act thereon. I understand that I may revoke my authorization only by notifying ERS in the manner specified herein and that my authorization cannot be orally revoked or revoked by contacting the bank/financial institution. I also permit the release by the bank/financial institution of my current address to ERS. Furthermore, I acknowledge and agree that electronic deposits/payments to the account designated herein must comply with the provisions of U. S. law, as well as the requirements of the Office of Foreign Assets Control (OFAC) and the rules and regulations of the National Automated Clearing House Association (NACHA).

Check one of the following:

I affirm that **the entire amount** of each electronic deposit/payment ERS may remit to the financial institution for credit to the account designated above **IS NOT** subject to being transferred to a foreign or off-shore bank account.

I affirm that **the entire amount** of each electronic deposit/payment ERS may remit to the financial institution for credit to the account designated above **IS** subject to being transferred to a foreign or off-shore bank account. I also understand that ERS will remit future payments to me via paper check instead of electronically.

Name (please print)

Social Security Number

Phone Number

Street Address

City

State

Zip

SIGNATURE: _____

DATE: _____

EMPLOYEES RETIREMENT SYSTEM OF THE CITY OF ST. LOUIS
1114 Market Street, Suite 900
St. Louis, MO 63101

(over)

DIRECT DEPOSIT INFORMATION

How can I benefit from Direct Deposit?

The Employees Retirement system of the City of St. Louis has a Direct Deposit program. A retiree who has a savings or checking account with almost any bank or financial institution anywhere in the country may have this convenience. With Direct Deposit, your money is in your account, ready for use, at the end of each month.

How do I sign up for Direct Deposit?

With your authorization, we can automatically deposit your pension into your checking or savings account. To authorize Direct Deposit into a checking account, fill out the authorization form on the reverse side of this sheet and remember to attach a voided or canceled check. Should you wish to deposit into a savings account, please complete the authorization form and have your financial institution assist you in completing the routing and account number section.

SOME BANKS USE DIFFERENT NUMBERS FOR SAVINGS & CHECKING ACCOUNTS!

How does Direct Deposit work?

Your pension payment will be directly deposited into your account on the last banking day of the month. You will receive a stub through the mail containing all your year-to-date information. Keep this stub for your records. If you see an error on the stub, please contact the Retirement System office either in writing or by calling (314) 622-3560.

What else must I do?

In order to avoid problems, it is important that you **notify us in writing of any changes that might affect the timely transfer of funds to your account!** Please notify us of:

1. A new account number with the same bank;
2. A change of bank or financial institution;
3. A change of the name of your bank or its merger with another bank.

Remember, your bank may not advise of a problem until after it occurs!

Also, please keep us informed of any change of address or telephone number. The Postal Service does not notify us of a forwarding order until **after it expires**, and they do not always provide the forwarding address. We need to keep your address current in order to send you information, such as year-end tax statements, medical insurance information and direct deposit confirmations (if applicable).

If you have any questions, you may contact the Employees Retirement System at 314-622-3560 and we will be happy to assist you.