

Instructions for Completing

Direct Deposit Authorization

MOSERS will issue your monthly benefit as a direct deposit. This **completed authorization form** allows MOSERS to transfer your benefit payment electronically into your checking or savings account on the **last working day** of each month. Payments **cannot** be issued until MOSERS receives this form. The authorization must be signed, dated, and returned to MOSERS. Steps for completing the authorization are outlined below.

1. Complete Section A.
 - A separate *Direct Deposit Authorization* is required if you receive more than one type of benefit payment from MOSERS and would like the payments deposited into different accounts.
 - An incomplete or altered **authorization form** will not be accepted.
 - It is important that MOSERS maintain your current contact information. If your address, phone numbers or email address has or will soon change, please update this section, otherwise skip to section B.
2. Provide your account information in Section B.
3. Sign and date Section C.
 - This form must be signed by the member, benefit applicant, or authorized legal representative. If an agent under a power of attorney completes and signs the form, a certified copy of the power of attorney must be attached (unless on file at MOSERS). If a court appointed conservator or guardian completes and signs the form, a certified copy of the appointment must be attached (unless on file at MOSERS).
4. Return completed form to MOSERS. Include a voided check or deposit slip for direct deposits to checking or savings account.
 - If you change accounts or financial institutions you must complete and submit a new *Direct Deposit Authorization* form. Keep in mind that if your direct deposit account is closed too soon, the financial institution will return your direct deposit to MOSERS causing your benefit payment to be delayed. Therefore, keep your initial direct deposit account open until the end of the month after you make a change.

1027

DATE _____

PAY TO THE ORDER OF _____ \$ _____

DOLLARS

FOR _____

① 210272225 ② 000 ③ 1115551027

Security Features. Details on Back.

Account Type - Checking

(attach voided check)

- ① – 9-Digit Bank Routing Number
- ② – Account Number
- ③ – Check Number

DEPOSIT TICKET
TO BE USED FOR DEPOSIT TRANSACTIONS ONLY

DATE _____

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

SIGN HERE ONLY IF CASH RECEIVED FROM DEPOSIT

ACCOUNT ROUTING NUMBER 2222234 ③

① 210272225 ② 000 ③ 1115551

CASH INCLUDING COINS

List Checks Singly

TOTAL ITEMS OR TOTAL FROM REVERSE

SUB TOTAL

LESS CASH RECEIVED

CHICKS AND OTHER ITEMS ARE RECEIVED FOR DEPOSIT SUBJECT TO THE PROVISIONS OF THE UNIFORM COMMERCIAL CODE AND ANY APPLICABLE COLLECTION AGREEMENT.

Account Type - Savings

(attach deposit slip)

- ① – 9-Digit Bank Routing Number
- ② – Account Number
- ③ – Your bank may use different routing numbers for deposits. If your deposit slip has this notation, use this routing number for your direct deposit.