



PO Box 209, Jefferson City, MO 65102-0209  
 (573) 632-6100 or (800) 827-1063 | Fax (573) 632-6103  
 forms@mosers.org | www.mosers.org



EFT

THIS FORM INCLUDES PERSONAL AND CONFIDENTIAL INFORMATION

# Direct Deposit Authorization

Please print. • See reverse side for instructions.

## SECTION A - PERSONAL INFORMATION

<b>Social Security Number or Member ID</b>		<b>Date of Birth</b> (MM/DD/YYYY)		
<b>Benefit Recipient's Name</b> (last/first/middle)				
<b>Member's Classification</b>				
General State Employee	Elected State Official	Legislator	Judge	Administrative Law Judge or Legal Advisor
<b>Type of Benefit Payment</b>				
If you receive more than one benefit payment type, check all to which these changes should apply. If you wish to designate different withholdings for each benefit, please submit a separate form for each.				
Member Pension Benefit	Survivor Benefit (Retired Member)	Survivor Benefit (Active Member)	Ex-Spouse Benefit	
<b>Citizenship</b>				
U.S. Citizen	Resident Alien	Non-Resident Alien (attach IRS W-8BEN form)		

## ARE YOU CHANGING ANY OF YOUR CONTACT INFORMATION?

**No** My mailing address, phone numbers and email address are staying the same, **SKIP TO SECTION B**

**Yes** **New Mailing Address** (PO or street/city/state/zip)

**New Primary Phone**

**New Alternate Phone**

**New Email Address**

Cell Home Work Cell Home Work

## SECTION B - DIRECT DEPOSIT ACCOUNT INFORMATION

Directly deposit your benefit payment into an existing bank account or apply it to an existing paycard. You must complete Section B even if you have an account on file. To deposit into a bank account, please attach a voided check or deposit slip to assist MOSERS in verifying specific financial information needed to transfer your benefit payment electronically into your account. A sample check and deposit slip on the back of this form show you where to locate the numbers you will need. To deposit your benefit payment to a pay card you already have, enter the routing number and your account number. Payment cannot be applied to a Social Security pay card.

<b>ABA Routing Number</b> (Enter Nine-Digits)		<b>Account Number</b>	
<b>Account Type</b>	Checking (attach voided check)	Savings (attach deposit slip)	Pay Card
<b>Name of Bank/Financial Institution</b>			
<b>Mailing Address</b> (PO or street/city/state/zip)			
<b>Phone Number</b>			

## SECTION C - APPLICANT SIGNATURE

This authorization 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).

I hereby authorize the Missouri State Employees' Retirement System (MOSERS) to initiate credit entries as indicated above to my account at the depository financial institution named above and to credit the same to such account. This authorization is not an assignment of my right to receive such payments. I acknowledge that the origination of ACH transactions to my account must comply with the provisions of U.S. law. This authorization hereby revokes all prior payment directions given to MOSERS. This authorization is to remain in full force and effect until MOSERS has received notification of its termination or change from me or anyone with legal authority to act on my behalf. I also permit the release by my current or any future receiving depository financial institution to MOSERS of my current address, names and current addresses of all persons listed on the account, and names and current addresses of all beneficiaries on the account, including, but not limited to those listed as "payable on death" or "transfer on death."

<b>Signature</b>	<b>Date</b> (MM/DD/YYYY)
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# 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.

### Account Type - Checking

(attach voided check)

- ❶ — 9-Digit Bank Routing Number
- ❷ — Account Number
- ❸ — Check Number

### Account Type - Savings

(attach deposit slip)

- ❶ — 9-Digit Bank Routing Number
- ❷ — Account Number
- ❸ — Your bank may use different routing numbers for deposits. If your deposit slip has this notation, use this routing number for your direct deposit.