



# DIRECT DEPOSIT AUTHORIZATION FORM

ALAMEDA COUNTY EMPLOYEES' RETIREMENT ASSOCIATION  
475 - 14<sup>th</sup> Street, Suite 1000 QIC 22901  
Oakland, CA 94612-1900 510-628-3000 / 800-838-1932, Press 1  
www.ACERA.org FAX 510-268-9574

(Please Print or Type)

Name: \_\_\_\_\_ Social Security No: XXX-XX-\_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Home Phone Number: ( ) \_\_\_\_\_ Cell Phone Number: ( ) \_\_\_\_\_

Date of Birth: / / \_\_\_\_\_ Email Address: \_\_\_\_\_

**ACERA will NOT process this Form should retirement benefits be payable to the TRUST ACCOUNT:**

\*California Gov. Code 31452 prohibits assignment of ACERA benefits including monthly retirement allowance. Deposit into a trust account is an assignment of ACERA benefit to a legal entity (trust) and not a payment to the ACERA member. Therefore, ACERA will not deposit member's monthly retirement allowance payable to a bank account in the name of a trust.

**ACERA will NOT process this Form unless one of the following items is attached:**

**Checking Accounts:** \*Please attach a VOIDED CHECK (no deposit ticket) with your NAME pre-printed on the check (not hand written) or a certified letter from the bank denoting your name, account number and routing number.

**Savings Accounts:** \*\* Please attach a SAVINGS ACCOUNT STATEMENT or A CERTIFIED LETTER from the bank denoting your name, account number and routing number.

I hereby authorize my Financial Institution to disclose to ACERA, at any time, the following information: (1) name and address of any co-owner, co-signer, or any other person who had access to funds in my account; and (2) the name and address of the person who closed my account. I hereby authorize the deposit of my retirement benefits to the Financial Institution indicated below, to credit the amounts thereof to my:

Please check one:

\_\_\_\_\_ Checking Account\* Account #: \_\_\_\_\_  
Limit to 15 characters

\_\_\_\_\_ Savings Account\*\* Account #: \_\_\_\_\_  
Limit to 15 characters

Financial Institution Routing No.: \_\_\_\_\_

This authority is to remain in full force and in effect until ACERA receives written notification from me of its termination or change.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Or

Power of Attorney Signature\*: \_\_\_\_\_ Date: \_\_\_\_\_

**\*Must have Power of Attorney Documentation in member's file or submission with this form.**

**RETURN THIS FORM AND DOCUMENTATION TO ACERA**

# Direct Deposit

*Simple & Secure, Peace of Mind, Making Life Easier*

## Overview

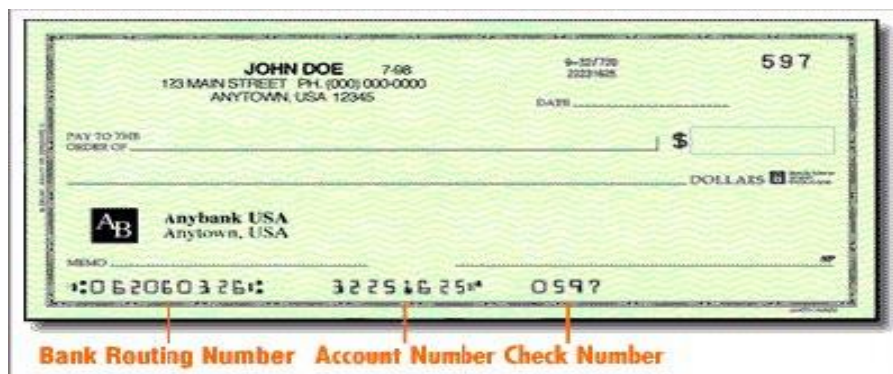
Direct Deposit is a free service allowing you to deposit recurring income received into any checking or savings account you choose. Income received from your employer, Social Security, pension and retirement plans, the Armed Forces, VA Benefits, and annuity or dividend payments may all qualify for Direct Deposit.

## How you benefit

- **It's convenient** - Your monthly pension check or retirement allowance is safely deposited automatically into your account, even when you are vacationing or just too busy.
- **It saves time** - you don't have to deposit a check, you are able to view payment history through your bank's online banking system or by viewing your monthly account statement.
- **It's safe** - Never worry about checks getting lost, delayed, or stolen!

## How to Set Up Direct Deposit with ACERA

**Step 1. Gather account information.** You will need to provide the type of account (checking or savings) and your account number and routing number (RTN). The diagram below shows where to locate this information.



**Step 2. Fill out the Automatic / Direct Deposit Authorization Form on the other side of this flyer.** Attach a Voided Check with your name pre-printed on the check or submit a Bank Statement containing the account & routing number or a letter from the bank with your name, account and routing number for deposits into your checking account. A Savings Account Statement is required to have deposits into your savings account.

Return the necessary items to: **ACERA 475 14<sup>th</sup> Street, Suite 1000 Oakland, CA 94612**

### NOTE:

- If this Form & required documents are received by the 1st Friday of the month, your ACERA Direct Deposit should go into effect that month. However, if it is received after, it will go into effect the **following month**. If you have any questions regarding Direct Deposit, please call ACERA at 510-628-3000 or 1-800-838-1932 (press 1).
- Notify ACERA of any changes in your account status.