



**DEPARTMENT OF FINANCE
PENSION DIVISION**

141 PRYOR STREET, S.W., SUITE 7001
ATLANTA, GEORGIA 30303
TELEPHONE (404) 612-4229
FAX: (404) 730-7809

TAKE ADVANTAGE OF DIRECT DEPOSIT TODAY

You can have your pension check deposited into your account without ever having to go to your bank. We can arrange it through our direct deposit program. Your pension check is credited to your account on payday.

✓ **It's Convenient**

You don't have to worry about getting to the bank because we send your deposit electronically and provide a payroll statement including your wages, taxes, deductions etc.

✓ **It's Fast**

As soon as it's time for you to be paid, your money is deposited electronically. The delay between receiving your pay and getting it into your account is eliminated.

✓ **It's Safe**

Since there is no paper check to worry about, there's no chance that it can be lost or stolen.

✓ **It's Free**

There is no charge for the service.

If you choose to receive your direct deposit to your bank account, please complete this form and return to the Pension Office. **Fax to (404) 730-7809 for processing!**

You must attach a copy of a voided check for a checking account deposit. If you choose a savings account deposit, documentation from your bank is required as to the correct routing number to process your direct deposit.

Payroll Deadline: The form must be received in the Finance Department by the 20th of the month.

We are pleased to provide this service to our retirees, and we hope you will decide to take advantage of the convenience, speed and safety of direct deposit of payroll.

NAME:		SSN#:	
EMAIL ADDRESS:		PHONE NO.	
MY BANK'S NAME:		ALT. PHONE NO.	
ROUTING NO. (First grouping of 9 numbers at the bottom of your check)			
PLEASE CHECK ONE BELOW:			
<input type="checkbox"/>	DEPOSIT TO MY CHECKING ACCOUNT	<input type="checkbox"/> Voided Check Attached	ACCT. NO.
<input type="checkbox"/>	DEPOSIT TO MY SAVINGS ACCOUNT	<input type="checkbox"/> Bank Documentation Attached	ACCT. NO.
<i>I want the convenience and safety of having my pay deposited directly to my bank account each payday. I understand that I can terminate the direct deposit of payroll arrangement simply by giving written notice, subject to Finance Department deadlines. I authorize credit entries and any adjustments to be made to my account. I understand that if my account is closed or changes are made after the payroll deadline, it will result in a delay of my direct deposit payroll funds.</i>			
SIGNATURE			DATE