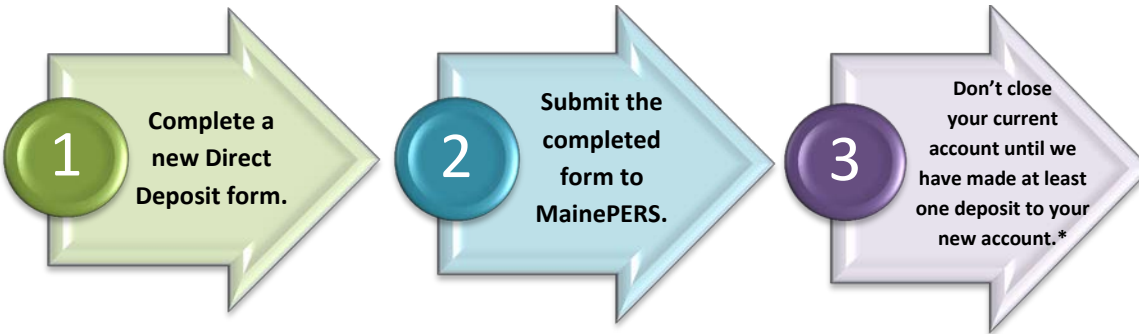


## Making a Banking Change?

Direct Deposit changes that MainePERS receives this month are effective with next month's benefit.

*(For example: Forms received in May are effective with June's benefit payment.)*

Here are three easy steps to assure your payments are not interrupted:



\*If you need to make a change because your bank account has been compromised, call MainePERS as soon as possible. We will work with you to help safeguard your benefit.



P.O. Box 349  
 Augusta, ME 04332-0349  
 Telephone: (207) 512-3100  
 Toll-free: 1-800-451-9800  
 Fax: (207) 512-3101  
 TTY: (207) 512-3102

# AUTHORIZATION AGREEMENT FOR ELECTRONIC DIRECT DEPOSIT

## Personal Information

Member Name:       
Prefix First MI Last Suffix

Social Security Number:  Daytime Phone:

## Financial Information

If you have questions concerning the information below, contact your financial institution.

ABA CHECK ROUTING NUMBER										DEPOSITOR ACCOUNT NUMBER									
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

My signature below authorizes MainePERS to remit any benefit payments due to me by crediting my account indicated above. The financial institution named below is requested to A) accept any deposits initiated by MainePERS to this account and B) credit these deposits to the account without responsibility for their correctness. I authorize MainePERS to recover from this account any overpayments to this account due to death, change in benefit status, or other legitimate causes.

### FINANCIAL INSTITUTION INFORMATION:

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

For more information about submitting this form, see the reverse side.

Electronic direct deposit is not available to financial institutions outside of the U.S.

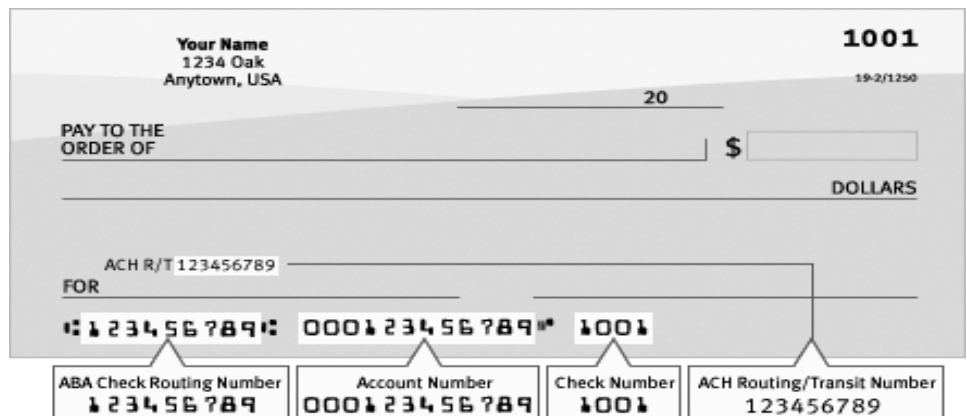
Check one:  Checking  Whole Check

Savings  Specify Amount:\$ \_\_\_\_\_

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

## Check Information

Example of a check with the fields identified that are necessary to complete the Authorization Agreement:



## **MONTHLY BENEFIT APPLICANTS**

Electronic direct deposit is a fast, safe and convenient way of receiving a benefit payment. Monthly benefit payments are generally posted to your account on the next to the last day of the month for which the payment is issued. When the last day of the month falls on a weekend, payments are posted on the preceding Friday.

MainePERS will mail an advice of deposit only whenever your net benefit amount changes by more than a dollar. An advice of deposit provides detailed information, including payment amount, deductions and tax withholding, and where we deposited the net benefit payment. We will also mail your year-end advice in December for your tax preparation purposes.

### **Initiating Direct Deposit:**

You must submit a completed, signed, and dated Authorization Agreement for Electronic Direct Deposit to MainePERS prior to the payment of your retirement benefit. We must receive your completed authorization form by the last business day of the month in order to issue a payment or make a change in the following month (i.e., by December 31st for January payment). We will not issue payment if we detect an error in either the transit routing number or the account number provided on the authorization form. If depositing to your checking account, we request that you attach a check marked "void" to your direct deposit form in order to guarantee accurate processing. We can deposit your benefit payment into up to two checking and/or savings accounts. You must submit a separate form for each account.

### **Changing the Direct Deposit Financial Institution or Account Number:**

You must submit a new Authorization Agreement for Electronic Direct Deposit in order to change your financial institution and account number, or to change the account number at your current financial institution. Changes we receive by the end of one month will be effective with the next month's payment. For example, forms received in May will be effective with June's payment. You should not close your old direct deposit account before we have made a successful transfer to your new account.

### **Multiple Benefit Recipients:**

If you select benefit payment option 5, both you and your beneficiary must submit separate authorization forms, even if you use a joint account.

If you have questions or need additional information about electronic direct deposit, please contact us at 1-800-451-9800 or via e-mail at [Retirement.Services@mainepers.org](mailto:Retirement.Services@mainepers.org)

## **REFUND APPLICANTS**

Electronic direct deposit is a fast, safe and convenient way of receiving your contribution refund. We issue refunds every other Friday. Your refund will post to your account on the date we pay your refund. We will write to let you know your refund date and amount, once they are determined. We must receive your completed authorization form, or any changes to a form submitted with your application, at least one week before your refund date in order to deposit the funds in your account.

You can find more information about when you can expect to receive your refund in the Refund Application Packet or online at [www.mainepers.org](http://www.mainepers.org).