

RETIREE AUTOMATIC PAYROLL DEPOSIT AUTHORIZATION

I, _____ hereby request that my monthly retirement check be automatically deposited to my account with _____ bank.

I also request that the monthly retirement benefit earning statement be mailed to my current mailing address of _____.

Street

City

State

Zip Code

I UNDERSTAND AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

1. For new enrollees, a pre-notification transaction must be transmitted to financial institutions four weeks prior to transmitting net pay. Therefore, it will be a minimum of one payday, before your pay will be automatically deposited to your account.
2. The earliest date that deposits will be credited to an account will be the last business day of the month.
3. This authorization shall remain in effect until terminated in writing. Termination forms are available in the Retirement Office and must be completed fifteen working days prior to the last day of the month.
4. If your name changes, or if your bank or account numbers change, your status will revert to that of a new enrollee. And it will be a minimum of one payday before the automatic depositing of your pay will resume.
5. MercedCERA and the County of Merced will be held harmless from any actions that occur as a result of the preparation and release or transmission of automatic payroll deposit data.

Member Signature

Social Security Number

Date

Check One ☐ Retiree ☐ Beneficiary ☐ Non-Member Spouse

FINANCIAL INSTITUTION CONFIRMATION OF ACCOUNT FOR AUTOMATIC PAYROLL DEPOSIT

As authorized above, we shall, as a participating financial institution and subject to the automatic clearing house rules as they may exist from time to time, accept credits to the account indicated below:

Transit Routing Number

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Account **(Please circle one)**

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Checking

or

Savings

NOTE: When completing checking account information. Enter only numbers and if required, a hyphen (-) for any dash cue symbol.

Financial Institution

Branch

Approving Officer

Date

MercedCERA USE ONLY

MKEY

DATE ENTERED

ENTERED BY

VERIFIED VIA

DATE REVIEWED

REVIEWED BY