

To start your direct deposit, please complete the following steps:

1. Mark the box that indicates whether you would like your check deposited into your checking or savings account.
2. Mark the box that indicates if this is a new Authorization Request or a Change in your financial institution or account number.
3. Fill in the effective date, your name, and your financial institution's name and location. Include the Co-Applicant's name if it's a joint account.
4. Attach a voided check or a deposit slip for verification of all financial institution information. If you are unable to attach the requested document, please fill in your account number, and the routing number of the financial institution.
5. **Please provide your current phone number. OCERS must verify the change(s) prior to updating the system.**
6. Sign below and return to OCERS at this address:

Orange County Employees Retirement System
 2223 Wellington Avenue, Suite 100
 Santa Ana, CA 92701

STAPLE A VOIDED CHECK HERE

I authorize OCERS and the financial institution listed below to deposit my check automatically to my:

- Checking Account Savings Account

each month and, if necessary, to adjust or reverse a deposit for any entry made to my account in error.

This authorization will remain in effect until I have cancelled it in writing.

- New Request Change

<p>Effective Date (Must be the first of the month) _____</p> <p>Financial Institution _____</p> <p>Address _____</p> <p>City _____ State _____ Zip Code _____</p> <p>Financial Institution Account Number _____</p> <p>Financial Institution Routing number _____</p> <p>Financial Institution Phone Number _____</p>	<p>Member Name (Please print) _____</p> <p>Social Security Number _____</p> <p>Email Address (optional) _____ Member Phone Number _____</p> <p>Original Member (if other than above) _____</p> <p>Social Security Number _____</p> <p>Co-Applicant's Name if Joint Account _____</p> <p>Signature _____ Date _____</p>
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NOTE: Be sure you have signed the form!