

# DIRECT DEPOSIT FORM



Retired members of the City of Austin Employees' Retirement System (COAERS) can complete this form to direct their monthly annuity payments to be deposited electronically to a financial institution of their choosing. **Only changes received on or before the 15<sup>th</sup> day of the month will be effective for that month's payment.**

## Personal Information

First Name	Middle Name	Last Name	Social Security Number ***-**-****	
Mailing Address		City	State	Zip Code
Date of Birth	Home Phone	Mobile Phone		
Email Address				

## Member Authorization and Signature

I hereby authorize the City of Austin Employees' Retirement System to initiate credit entries (deposits) and to initiate, if necessary, debit entries and adjustments for any credit entries in error to my account indicated below, and I authorize the financial institution named below to credit and/or debit these entries to such account. This authority revokes all prior payment directions, and is to remain in full force and effect until COAERS has received written notification from me of its termination in such time and in such manner as to afford COAERS and my financial institution a reasonable opportunity to act on it.

### Type of Account (check one):

Checking account or  Savings account

### Bank Information

**Attach a voided check or document from your financial institution which contains the institution's name, account number, routing number, and the name of the account holder.**

***It's mandatory to provide a copy one of the following: Driver's License, Passport or Department of Public Safety Issued ID. It's also mandatory to provide your SSN Card or COAERS Verification of SSN form***

**SIGN AND DATE IN THE PRESENCE OF A NOTARY PUBLIC. My signature below acknowledges the following:**

<b>NOTARY</b>	Signature	Date
	X	

State of \_\_\_\_\_ County of \_\_\_\_\_

Before me, the above-named individual personally appeared, and he/she is known to me to be the person whose name is subscribed to the foregoing instrument and acknowledged to me and executed the same for the purposes and consideration therein expressed. Given under my hand and seal of office this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

(Personalized Seal) Notary Public's Signature: \_\_\_\_\_