

# Direct Deposit Authorization

To have your pension check/refund or estate payment deposited directly into your checking, savings or money market account, follow these instructions:

1. Select pension type below.

Pension - Member     Pension - Beneficiary  
 Estate Payment

2. Complete all fields and sign the form.

Direct Deposit Authorizations must be received by the **10th of the month** to ensure any changes are made before payroll processes. If you have any questions, call ERF at 214.580.7700.

## PAYEE INFORMATION

Name:

Phone Number:  Member ID#:  SSN, Last Four:

Email Address:

## FINANCIAL INSTITUTION INFORMATION

Depository Name/Branch:

City, State & Zipcode:

Check One:     Checking     Savings     Money Market

Routing Number  Account Number

I hereby authorize the Employees' Retirement Fund of the City of Dallas to initiate direct deposit of my pension benefit to my bank account. I further authorize the Employees' Retirement Fund of the City of Dallas to make adjustments for any erroneous deposits made to my account, and to change the routing (transit) and/or account numbers of my account as required, upon official notification from my depository institution in order to ensure uninterrupted direct deposit of my pension wages.

This authorization is to remain in full force until the Employees' Retirement Fund of the City of Dallas has received written notification of its cancellation and termination in such time and manner as to afford the Retirement Fund and Depository Institution a reasonable opportunity to act on it.

\_\_\_\_\_  
**Member Signature** *(required)*

\_\_\_\_\_  
**Date**