



NEW CHANGE CANCEL
 St. Louis County Benefits Services, Admin. Annex, 5th Floor, 41 South Central Ave., Clayton,
 MO 63105
 Phone: (314) 615-8112 • Fax: (314) 615-8101

St. Louis County Retirement Direct Deposit Authorization

First Name	Middle Initial	Last Name
Mailing Address	City	State Zip Code

Attach your voided or canceled check here. Do not attach a deposit slip.

To sign up for Direct Deposit, simply complete this authorization. You must check the type of account (checking or savings), and sign and date this authorization. If you want Direct Deposit to your checking account, attach your voided or canceled check. If your address is incorrect on the check, please correct it. Do not attach a deposit slip.

If you are authorizing St. Louis County to directly deposit your monthly benefit into your savings account, if you do not wish to attach a voided or canceled check, or you do not have printed personalized checks, please visit your financial institution to obtain the correct routing and account numbers. Your financial institution will be able to answer any questions you may have about the effectiveness of Direct Deposit. **If you attach your voided, personalized check, you do not need to visit your financial institution.**

Please include your telephone number so we may contact you if we have any questions about your Direct Deposit Authorization. You may call us at the above number if you have any further questions.

Your Direct Deposit will be tested the first month after receipt of your authorization and will become effective the month following the test month. In the test month, a check will be mailed to your home. You will receive a monthly Direct Deposit statement from the County's Fiscal Management Division. **St. Louis County reserves the right to stop direct deposit in cases where the retiree cannot be located.**

EIN: _____ HomePhone Number (____) _____

Type of Account (check one) **Checking** (attach a voided or canceled check) **Savings**

To be completed by financial institution if you are authorizing your direct deposit to your savings account or if you do not have printed personalized checks.

Name and Address of Financial Institution	Depositor Branch and Account Number (Show the number exactly as recorded including necessary spaces, zeros, or dashes.)	
	Branch Name and Number	Branch Telephone Number Routing Number Check Digits

I confirm the identity of the above-named payee(s) and the account number. As representative of the above named financial institution, I certify that the financial institution agrees to receive and deposit the payment identified above.

Signature of Representative Print/Type Representative's Name Date

Joint Account Holder's Certification

I certify that I have read this form and understand that I should advise St. Louis County's Benefit Office of the death of the St. Louis County payee and that funds deposited after the date of death are to be refunded to St. Louis County.

Signature of Joint Account Holder

Date

Certification

I certify that I am entitled to the payment identified above, and that I have read and understood the information and instructions on this form. In signing this form, I authorize my payment to be sent to my financial institution and deposited to the designated account. I authorize amounts transferred after my death or transmitted in error to be debited to my account. If the funds have been withdrawn following my date of death, I authorize my financial institution to release the name and address of the person(s) responsible for withdrawing the funds.

Signature of Payee

Date