



Merced County Employees' Retirement Association

## RETIREE AUTOMATIC PAYROLL DEPOSIT AUTHORIZATION

I, \_\_\_\_\_ hereby request that my monthly Retirement check be automatically deposited to my account with,

### 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

### 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	Account <b>(Please circle one)</b>	Checking	or	Savings																													
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**NOTE:** When completing checking account information. Enter only numbers and if required, a hyphen (-) for any dash cue symbol.

\_\_\_\_\_

Financial InstitutionBranch

\_\_\_\_\_

Approving OfficerDate

**MercedCERA USE ONLY**

MKEY	DATE ENTERED	ENTERED BY	DATE REVIEWED	REVIEWED BY
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