

City of Los Angeles Retiree's Direct Deposit Instructions

Note: This is a City of LA form; please allow up to eight weeks for your request to be processed.

Information on how to complete your City of Los Angeles Retiree's Direct Deposit (LACERS – Los Angeles City Employees Retirement System) form:

1. **Social Security No.** – Enter your 9-digit social security number (do not include dashes)
2. **Print Last Name, First Name & Middle Initial** – Enter your payroll name with LAPD or the City of Los Angeles
3. **BEGIN Direct Deposit:** Please deposit my retirement allowance directly in the account indicated below. I also authorize the City of Los Angeles to make corrections to my account for any errors in the deposit.
CHANGE Bank and/or Account: Please change the direct deposit information to reflect my new bank and/or account number indicated below. (Please leave old account open until change is implemented.)
CANCEL Direct Deposit: Please cancel the direct deposit of my retirement allowance and mail future checks to my address below. (Do not close your account until cancellation is implemented.)
4. **Checking or Savings** – Select Checking or Savings, you are authorizing LACERS to credit your monthly pension payroll to your LAPFCU primary checking (S8) {see exhibit below} or savings account (s1) {see statement exhibit below}.
5. **Bank Account Number** – This information is located on the bottom of your LAPFCU checks. (View example provided)



You can also locate your account number (Member number) on the upper right hand corner of your Monthly Member Statement. (View example provided)

Member No.	Social Security No.	Page
2222222		1
Statement Period		
06/01/03 To 06/30/03		

6. **Retiree's Authorization and Information:** Your signature is mandatory as you are authorizing LACERS to act on this request. Sign, date and complete the home telephone number, address, city, state and zip code information.

Please complete, sign and mail form to LAPFCU, PO Box 10188, Van Nuys, CA 91410-0188, Attention: Member Services.

DIRECT DEPOSIT AUTHORIZATION

Social Security Number	(Print) Last Name	First	Middle
- - - - -			

- BEGIN Direct Deposit:** Please deposit my retirement allowance directly in the account indicated below. I also authorize you to make corrections to my account to adjust for any errors in the deposit.
- CHANGE Bank and/or Account:** Please change the direct deposit information to reflect my new bank and/or account number indicated below. (Please leave old account open until change is implemented.)
- CANCEL Direct Deposit:** Please cancel the direct deposit of my retirement allowance and mail future checks to my address below. (Do not close your account until cancellation is implemented.)

IMPORTANT NOTE: This form must be received in our office on or before the 10th of the month for your request to take effect in the same month. If received after the 10th, it will take effect the following month.

Type of Account	
<input type="checkbox"/> Checking Account – <i>Attach a voided or cancelled check as verification</i>	(Space for Bank Officer's signature)
<input type="checkbox"/> Savings Account - <i>Signature of approving Bank Officer required here ↗</i>	

Transit Routing Number												
■	■	3	2	2	0	7	8	4	9	3	■	■

In the **Transit Routing Number** box, please write in the nine-digit number that appears on the bottom-left corner of your voided or cancelled check between two symbols exactly like those in the first and last spaces of the box.

Account Number														

In the **Account Number** box, please write in all of the numbers that appear after the Transit Routing Number on your voided or cancelled check. Do not include any symbols that appear between the numbers.

Bank Information			
Name of Financial Institution Los Angeles Police Federal Credit Union	Date	Telephone No. 818-787-6520	
Address P.O Box 10188	City Van Nuys	State CA	Zip Code 91410-0188

Retiree's Authorization and Information			
Authorized Signature of Retiree	Date	Home Telephone No.	
Address	City	State	Zip Code

For official use only		
Fund No.:	Date posted:	Posted by: