

# ST. PAUL TEACHERS' RETIREMENT FUND ASSOCIATION

1619 Dayton Avenue, Room 309 Saint Paul, Minnesota 55104-6206

Phone: (651) 642-2550

Fax: (651) 642-2553

Website: www.sptrfa.org

## Direct Deposit Authorization

I hereby authorize the St. Paul Teachers' Retirement Fund Association (SPTRFA) to deposit my monthly retirement benefit payment to my account as indicated below:

**Financial Institution Name:**

### CHECKING ACCOUNT

**Tape a blank voided check here.**

To process this request we must have a blank voided check to verify your bank transit routing and account number.

I also authorize SPTRFA, if necessary, to make adjustments to the above account to correct any credit entries made in error. I understand that SPTRFA will make a reasonable effort to notify me within 48 hours when an adjustment is made.

I understand that if I wish to change financial institutions or account numbers, I must complete a new Direct Deposit Authorization.

**PLEASE PRINT**

Last Name

First Name

Middle Initial

**SOCIAL SECURITY NUMBER:**

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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**Date** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Current Address** \_\_\_\_\_

**City/State/Zip** \_\_\_\_\_

**Phone Number** (        ) \_\_\_\_\_ - \_\_\_\_\_

If this form is received by the 22<sup>nd</sup> of the month, your direct deposit request will take effect at the beginning of the following month.

If your form is received after the 22<sup>nd</sup>, your direct deposit request may be delayed one month.

Updated: April 2012

# Direct Deposit Authorization Explanation & Instructions

The St. Paul Teachers' Retirement Fund Association (SPTRFA) is pleased to offer you the convenient and safe opportunity to have your monthly retirement benefit payments directly deposited to your checking account at the financial institution of your choice.

## ***What do I have to do?***

In order to have your monthly retirement benefit directly deposited to your financial institution checking account, you must fill out the Direct Deposit Authorization on the opposite side of this paper. Direct deposit is not available in foreign countries.

1. Fill out the financial institution name. *The financial institution must be a bank, a credit union, or a brokerage firm.* If you choose to have your monthly retirement benefit deposited to a brokerage firm, please call SPTRFA for more instructions.
2. Attach a blank voided check to the form. Your direct deposit request cannot be processed without a blank voided check.
3. Carefully read the authorization agreement and then complete the spaces for your name, Social Security number, date, signature, address, and phone number.

## ***How do I make changes to my account number or financial institution?***

To make any changes once you already have started direct deposit, you must complete a new Direct Deposit Authorization.

## ***How long will it be before this takes effect?***

If this form is received by the 22nd of the month, your direct deposit request will take effect at the beginning of the following month.

If your form is received after the 22nd, your direct deposit request may be delayed one month.

## ***How do I know the amount deposited to my account?***

Information about your deposit can be found on the statement you receive from your financial institution. *Payments will be deposited the first business day of each month.*

SPTRFA will send you a statement of confirmation whenever your net pension amount changes.



St. Paul Teachers'  
Retirement Fund  
Association



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