



# MICHIGAN OFFICE OF RETIREMENT SERVICES

Big Plans. Small Steps.

P.O. Box 30171 · Lansing, MI 48909-7671

www.michigan.gov/ors

Toll Free: 800-381-5111

Local: 517-284-4400

Fax: 517-284-4416

## Direct Deposit Application- For Pension Recipients

Use this form to sign up for direct deposit or to make changes to your current designations.

Want it faster? Use miAccount at [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount) to make your changes.

NAME (LAST, FIRST, M.I.)	MEMBER ID OR SSN
MAILING ADDRESS	DAYTIME TELEPHONE ( )
CITY, STATE, ZIP CODE	EMAIL ADDRESS

### Section I – Pension Designation. Select from the statements below, if applicable.

I receive more than one monthly pension payment from the Office of Retirement Services.  Yes  No  
 IF YES, SELECT ONLY ONE CHECK BOX BELOW. IF NO, GO TO SECTION II.

I wish to have this direct deposit apply to ALL pension payments. **OR**  
 IF CHECKED, COMPLETE SECTION II BELOW.

I wish to have this direct deposit apply to only one pension payment. Specify:  Owner only  Survivor only  
 IF CHECKED, COMPLETE SECTION II BELOW AND INDICATE ADDITIONAL PAYMENT DESIGNATION ON PAGE 2, SECTION III.

### Section II – Financial Institution Designation. See page 2 for instructions on completing this section.

#### Financial Institution No. 1

NAME OF FINANCIAL INSTITUTION	TELEPHONE NUMBER ( )
MAILING ADDRESS	CITY, STATE, ZIP CODE
ROUTING NUMBER (CANNOT START WITH "5")	ACCOUNT NUMBER
	TYPE OF ACCOUNT (check only one) <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
	PENSION AMOUNT _____% <b>OR</b> \$_____

#### Financial Institution No. 2

NAME OF FINANCIAL INSTITUTION	TELEPHONE NUMBER ( )
MAILING ADDRESS	CITY, STATE, ZIP CODE
ROUTING NUMBER (CANNOT START WITH "5")	ACCOUNT NUMBER
	TYPE OF ACCOUNT (check only one) <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
	PENSION AMOUNT <b>Balance of Pension</b>

By submitting this completed form, I authorize the Office of Retirement Services (ORS) to deposit my net monthly pension by direct deposit into the designated financial institution(s) and account(s). This authorization remains in effect until canceled by: a) me; b) my death or legal incapacity; c) the financial institution; or d) the state of Michigan.

I further authorize ORS to recover money electronically deposited into my account(s) in error by reversing or reclaiming the payment(s), adjusting the account(s) or withholding any future payments. I understand I will be notified in writing if adjustments are made.

I also agree and consent to comply with the National Automated Clearing House Association Rules and Regulations and the State of Michigan's rules about electronic funds transfers as they exist on this date or as subsequently adopted, amended, or repealed. Michigan law governs electronic funds transactions authorized by this agreement in all respects except as otherwise superseded by federal law.

**Sign below to complete form.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Return your completed form to: ORS, P.O. Box 30171, Lansing, MI 48909-7671, or Fax: 517-284-4416.**

Please do not include a voided check or bank deposit slip with your submission.



**Section III – Additional Financial Institution Designation.**

Specify:  Owner only  Survivor only

PENSION PAYMENT IS FOR THE FOLLOWING (SELECT ONE):  PUBLIC SCHOOL  STATE EMPLOYEE  STATE POLICE  JUDGES  MILITARY

**Financial Institution No. 1**

NAME OF FINANCIAL INSTITUTION	TELEPHONE NUMBER ( )
MAILING ADDRESS	TYPE OF ACCOUNT (check only one) <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
CITY, STATE, ZIP CODE	PENSION AMOUNT _____ % <b>OR</b> \$ _____
ROUTING NUMBER	ACCOUNT NUMBER

**Financial Institution No. 2**

NAME OF FINANCIAL INSTITUTION	TELEPHONE NUMBER ( )
MAILING ADDRESS	TYPE OF ACCOUNT (check only one) <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
CITY, STATE, ZIP CODE	PENSION AMOUNT <b>Balance of Pension</b>
ROUTING NUMBER	ACCOUNT NUMBER

## Direct Deposit Instructions

Direct deposit provides you with the ease and convenience of having your monthly pension payment available to you the same day it is payable.

**Setting up direct deposit**

To have your payment deposited electronically, you can set up direct deposit through miAccount at [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount), or submit this form to ORS. You should expect to see your first payment deposited within 2-4 weeks after set up.

To use direct deposit, your financial institution must be located in the United States or its territories. If not, contact ORS. There is no fee for direct deposit service.

**Changing your direct deposit**

Changes to your existing direct deposit designation(s) can be made through miAccount at [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount), or by submitting this form to ORS. Account changes usually occur within 2-4 weeks. Do not close your old account until after a payment is deposited into your new account.

If you previously split your pension payment(s) between two accounts and are changing only one account, you must complete the details for both accounts again.

**Completing this application**

Fill out all sections that apply and then sign, date, and return this form to ORS by fax or mail, as indicated at the bottom of page 1.

**Section I – Pension Designation.** Check any box that is applicable and follow the instructions below each statement.

**Section II – Financial Institution Designation.** Fill out this section completely. Your payment can be paid to one account at one financial institution, or it can be split between two different accounts, either at the same or different financial institutions.

For the first account, record the dollar amount or percentage of your pension you wish to have deposited. The balance of your pension will be deposited into the second account.

**Section III – Additional Financial Institution Designation.**

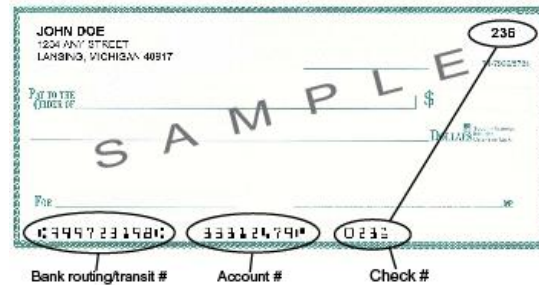
If you have more than one monthly pension payment and wish to have payments deposited separately with a different financial designation, complete this section of the form.

**Depositing to a checking account?**

Routing and checking account numbers can be found within the string of numbers at the bottom of your checks – see *sample check*. Do not use a deposit slip because the numbers may differ.

**Routing number.** The first 9 digits on the bottom left of your check is your bank’s routing number. If this number begins with a "5" contact your financial institution for a different number.

**Account number.** The set of numbers to the right of the routing number is your account number. If there are zeros at the beginning or end, include them as part of your account number. Do not include the check number (usually 4 digits).



**Depositing to a savings account?**

Refer to your deposit slip for routing number and complete savings account number, or contact your financial institution for this information.

**Your direct deposit statement**

With direct deposit, you'll receive a quarterly statement detailing your pension payment. Keep your mailing address current with this office through miAccount at [www.michigan.gov/orsmiaccount](http://www.michigan.gov/orsmiaccount). You can also submit a *Name, Address, and Contact Information (R0357X)* change request form, available on the ORS website.