

**DIRECT DEPOSIT
AUTHORIZATION FORM**

SamCERA
San Mateo County Employees' Retirement Association
100 Marine Parkway, Suite 125 | Redwood City, CA 94065
Phone: (650) 599-1234 | Toll-Free: (800) 339-0761
Fax: (650) 591-1488 | PONY: RET 141
Web: www.samcera.org | Email: samcera@samcera.org

Note: If this form and required documents are received by the 15th of the month, your direct deposit should go into effect for the current month. However, if it is received after the 15th, it will be effective the following month.

Payee Information

Last Name		First Name		Middle Initial
Last 4 Digits of SSN	Phone <input type="checkbox"/> Home <input type="checkbox"/> Cell <input type="checkbox"/> Other	Email Address		
Address		City	State	Zip

Account Information

Select one of the following:

- Checking Account:** You must attach a voided check with your name preprinted on the check (not hand written) OR a verification letter from your bank containing your name, the account number, and routing number.
- Savings Account:** You must attach a verification letter from your bank containing your name, the account number, and routing number.



IMPORTANT: SamCERA will not process this form unless you attach one of the items specified above! Do not submit this form unless you have attached a verification letter or voided check.

Authorization

I hereby authorize SamCERA to deposit my monthly payments or lump-sum payment by electronic funds transfer into the above account. I further authorize SamCERA to initiate credit entries and if necessary to initiate debit entries and adjustments for any credit entries made in error to the account.

Signature <i>(print this form and sign)</i>	Date
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If the payee is unable to sign and you have a Power of Attorney or legal guardianship, please fill out the authorization on the next page.

Power of Attorney/ Legal Guardian Authorization

Complete this section only if you have a Power of Attorney or legal guardianship for a payee.

Name	
Signature (<i>print this form and sign</i>)	Date

SamCERA requires documentation for a Power of Attorney/legal guardianship. If your documentation is not already on file with SamCERA, please submit it with this form.