



ELECTRONIC FUNDS TRANSFER

FORM 209 (Rev. 2019)

Purpose of the form: Use this form to authorize or cancel direct deposit of your CCCERA benefit payments to a financial institution.

Instructions:

- Complete the form and sign in blue or black ink. A designated representative may sign if CCCERA has a valid Power of Attorney on file.
• For a checking account: Attach a voided check (not a deposit slip).
• For a savings account: Attach a document that shows:
(1) a valid Transit and American Banking Association number of the financial institution, and
(2) the number of the savings account that you want to use for the direct deposit.
• Send the form to CCCERA.

Member Information form fields: Full Name, Social Security #, Street or P.O. Box, Apartment #, City, State, Zip Code, Phone (with area code), Date of Birth - mm/dd/yyyy, Check One: New Direct Deposit, Cancel Direct Deposit, Update Direct Deposit Information.

Joint Account Holder Information (if any) (See special notice to joint account holders on page 2) form fields: Full Name, Social Security #, Street or P.O. Box, Apartment #, Phone (with area code), City, State, Zip Code.

Financial Institution Information form fields: Name of Financial Institution, Account Type (Checking/Savings), Account Number, Routing Number.

Authorization Agreement form fields: I hereby authorize: Contra Costa County Employees' Retirement Association... Member Signature, Date - mm/dd/yyyy, Joint Account Holder Signature (if any) (See special notice to joint account holders on page 2), Date - mm/dd/yyyy.



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209**
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Why should I sign up for Electronic Funds Transfer (EFT)?

- Eliminate the risk of loss, theft, forgery or mail delays of your retirement check
- Automatically deposit retirement checks while away from home
- No more trips to the bank to deposit your pension funds

EFT is electronically depositing your monthly retirement benefit directly into your bank, savings and loan, or credit union account automatically. There is no paper check printed, so there are no postal service delays. Plus, you receive a Deposit Advice Form (check stub) showing you the amount of your deposit, any deductions or other important information regarding your transfer.

How does this work?

1. Fill out and return the Electronic Funds Transfer Form to the Retirement Office **by the 15th of the month**. If you choose to have your pension deposited to a checking account, **be sure to include a VOIDED check**.
2. The first month following receipt of your completed EFT form, your check will go through a “test run”. Your actual check is still mailed to you, but an electronic “record” of your account deposit is also sent to your bank. This ensures all information on the EFT form is accurate before actual funds are transferred.
3. If there are no problems with the “test run” of your check, your monthly retirement benefits will be deposited electronically the second month and each month thereafter. In addition, a Deposit Advice Form will always be mailed to you notifying you of the deposit.

What if I have changes to the bank or account number?

If you have any changes to your EFT authorization, call our office and request another EFT form. Your check will undergo the same process as listed above.

What if I no longer want EFT?

If you want to stop EFT, fill out another Electronic Funds Transfer Form, check “Cancel Direct Deposit” and return the form to the Retirement Office at the address below.

Special Notice to Joint Account Holders

If your account is a joint account and receives direct deposit benefit payments for a CCCERA retiree, you must inform CCCERA and the financial institution of the death of the CCCERA retiree. Payments sent by direct deposit after the date of death must be returned to CCCERA. CCCERA will then determine what survivor benefits, if any, are payable.