



# ELECTRONIC FUNDS TRANSFER

**FORM 209**  
(Rev. 2022)

**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) or a bank specification form that includes a valid American Banking Association routing number and checking account number.
- **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			
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 <input type="checkbox"/> New Direct Deposit <input type="checkbox"/> Cancel Direct Deposit <input type="checkbox"/> Update Direct Deposit Information	

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

Financial Institution Information																																				
Name of Financial Institution																																				
Account Type (check one) <input type="checkbox"/> Checking <input type="checkbox"/> Savings	Account Number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>																			Routing Number <table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td><td style="width: 20px;"></td> </tr> </table>																

Authorization Agreement	
I hereby authorize: <ul style="list-style-type: none"> <li>• Contra Costa County Employees’ Retirement Association to initiate electronic funds transfer entries to my account at the financial institution named above.</li> <li>• Contra Costa County Employees’ Retirement Association, if necessary, to debit my account with amounts transferred after my date of death or transmitted in error.</li> <li>• The Bank to credit and/or debit entries into my account.</li> </ul>	
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

Contra Costa County Employees’ Retirement Association  
1200 Concord Avenue, Suite 300, Concord, CA 94520  
Phone 925-521-3960 • Fax 925-521-3969 • cccera.org



## ELECTRONIC FUNDS TRANSFER

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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.