

# Retiree Change of Direct Deposit Form

## Instructions

**You can change your Direct Deposit at any time by logging in to your account at [ers.ga.gov](https://ers.ga.gov)**

This form is for Retirees to update their Direct Deposit information under the following conditions:

- My check can only be deposited into an account for which I am an account holder.
- Notify ERSGA immediately of the death of this benefit's recipient.
- Deposits after the recipient's death are not legal and must be returned.
- ERSGA is authorized to adjust any entries made in error.
- Notify ERSGA of any change in my mailing address.
- Funds are deposited on the last work day of each month.
- No monthly check stubs are issued. Access your account at [ers.ga.gov](https://ers.ga.gov).
- This authorization continues in effect until I cancel or change it in writing or online.
- Failure to abide by these conditions can jeopardize deposit of my monthly benefit.

### Section 1: Your Information

Complete contact information, Pension ID or last four digits of SSN, and select plan for direct deposit.

### Section 2: Direct Deposit Authorization

Sign and date to acknowledge:

- You understand the conditions above and authorization of direct deposit
- You have attached a clear, legible copy of a valid photo ID

### Section 3: Direct Deposit Information

Select type of account:

- **Checking:** Attach a voided pre-printed check in the space provided. Starter checks will not be accepted.
- **Savings:** Attach a savings account deposit slip in the space provided.

A direct deposit authorization or letter from your financial institution may be substituted for a voided check or a savings account deposit slip. This document must include:

- Type of account
- Name(s) on the account
- Account number
- Routing Number

**Online:** To use this form, complete, sign, and upload, along with a legible copy of a **valid photo identification** and any other required documentation. The ID number, name, date of birth, and expiration date must be clear and readable. Valid photo identification is one of:

- Georgia Driver's License
- U.S. passport ID, U.S. military photo ID, or tribal photo ID
- Any state or federal government-issued photo ID, including a free ID Card issued by your county registrar's office or the Georgia Department of Driver Services (DDS)

Upload by scanning the documents (use a home scanner or mobile app), log in to your ERSGA account at [ers.ga.gov](https://ers.ga.gov), and click on the *File Upload* link. Allow two business days after uploading a document for it to be available to ERSGA staff.

**Fax:** Complete, sign, and fax this form, along with a copy of a clear, legible **valid photo identification** and any other required documentation to: 404.350.6308 or 404.350.6310

**Mail:** Complete, sign, and mail this **original form** along with a copy of a clear, legible **valid photo identification** and any other required documentation to:

ERSGA  
Two Northside 75, Suite 300  
Atlanta, GA 30318-7778



## Retiree Change of Direct Deposit Form

Complete, sign, and mail or upload this **original form** to ERSGA, along with a copy of a **valid photo identification** and any other required documentation. Do not email or fax. Changes are not valid until received by ERSGA.

### Section 1: Your Information

First Name _____	Street Address _____
Middle Initial _____	City _____
Last Name _____	State _____
Pension ID or _____	Zip _____
Last 4 of SSN _____	Phone _____
	Email _____

### Section 2: Direct Deposit Authorization

- I have read and understand the Direct Deposit Conditions in Section 1 of the instructions.
- I have attached a clear, legible copy of a valid photo ID

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Section 3: Direct Deposit Information

For faster service, you can change your Direct Deposit information online at any time by logging in to your account at [ers.ga.gov](http://ers.ga.gov).

Checking      Savings

**Attach Voided Check**  
**or**  
**Savings Deposit Slip**  
**Do not staple!**