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

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.
- All accounts will be updated unless otherwise indicated.
- 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.
- 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. If you are being paid from more than one account (e.g., retirement and survivor) and only wish to update one account, please check the box and specify which account is to be updated.

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 pre-printed 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, 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 404.603.6310

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

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

Section 1: Your Information

First Name _____

Middle Initial _____

Last Name _____

Pension ID or

Last 4 of SSN _____

Street Address _____

City _____

State _____ Zip _____

Cell Phone _____

Home Phone _____

Email _____

Change only for specified account: _____

Section 2: Direct Deposit Authorization

I acknowledge:

- I have read and understand the Direct Deposit Conditions in Section 1 of the instructions on page 1.
- 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.

Checking   Savings

Attach Voided Check

Or

Savings Deposit Slip

Do not staple!