

EMPLOYEES' RETIREMENT SYSTEM OF GEORGIA
TWO NORTHSIDE 75
ATLANTA, GA 30318-7778
(404) 350-6300 (Atlanta)
1-800-805-4609 (outside the Atlanta area)

The following information should be read and understood before signing and returning this form for Direct Deposit. Please call the ERSGA office if you need further clarification.

NOTICE

Joint Account Holders: Joint account holders must notify ERSGA immediately of the death of the recipient of this benefit. Funds deposited after the death of the recipient are not legal and must be returned to ERSGA. ERSGA will then calculate and determine any survivor rights or benefit payments.

- EFFECTIVE STARTING DATE:** If ERSGA receives your request before the monthly payroll is processed (generally during the 3rd week of each month), your Direct Deposit starts on the last working day of that month. If received after the monthly payroll has been processed, your Direct Deposit will begin on the last working day of the next month.
- STATEMENTS:** No monthly check stubs are issued. You can access your account online at our website, www.ers.ga.gov.
- DEPOSIT DATES:** Checks are always deposited on the last work day of each month.
- BANK OR ACCOUNT CHANGES:** This deposit agreement continues until you notify ERSGA in writing to do otherwise, or update your direct deposit information online, on the self-service website. If you change banks or accounts, you must complete and send in another Direct Deposit form with an attached voided check, or access your account online and update the information in the Maintain Direct Deposit section. Please keep in mind that as long as the change is made prior to the monthly payroll being processed (generally during the 3rd week of each month), your Direct Deposit change should take effect on the next monthly payment; otherwise, it will start on the last working day of the next month.
- ADDRESS CHANGES:** You must notify this office of any change in your home address. We are required to keep all files current.