



CITY OF FORT LAUDERDALE, FLORIDA
PENSION DIRECT DEPOSIT PROGRAM AUTHORIZATION

I hereby authorize the City of Fort Lauderdale, Florida and the financial institution(s) named below to initiate credit entries (and debit entries or adjustments, if necessary, for any credit entries in error) to the checking and/or savings account(s) listed below. This authority will remain in full force and effect until the City has received written notification from me of its termination along with new depository information. Notification must be received in such time as to afford the City a reasonable opportunity to act upon it.

PLEASE PRINT OR TYPE:

NAME _____

SOCIAL SECURITY NO. _____

DAYTIME PHONE NO. () _____

FIRST ACCOUNT (REQUIRED)	
ACTION REQUESTED (Check One): START <input type="checkbox"/> CHANGE <input type="checkbox"/> REMAIN AS IS <input type="checkbox"/>	
_____	_____
Financial Institution Name	Transit Routing Number
\$ NET PAY	
_____	_____
Deposit Amount (999)	Account Number ___ Checking ___ Savings
SECOND ACCOUNT (OPTIONAL)	
ACTION REQUESTED (Check One): START <input type="checkbox"/> CHANGE <input type="checkbox"/> REMAIN AS IS <input type="checkbox"/> STOP <input type="checkbox"/>	
_____	_____
Financial Institution Name	Transit Routing Number
\$ _____	_____
Deposit Amount (996)	Account Number ___ Checking ___ Savings
THIRD ACCOUNT (OPTIONAL)	
ACTION REQUESTED (Check One): START <input type="checkbox"/> CHANGE <input type="checkbox"/> REMAIN AS IS <input type="checkbox"/> STOP <input type="checkbox"/>	
_____	_____
Financial Institution Name	Transit Routing Number
\$ _____	_____
Deposit Amount (998)	Account Number ___ Checking ___ Savings

SIGNATURE _____ DATE _____

DIRECT DEPOSIT PROGRAM RULES

You **MUST** provide a VOID check with your name for each checking account and deposit slip with your name for each savings account listed above. If your name is **not** on the void check or deposit slip, you **must** provide a copy of your official photo identification.

Your payment can be deposited into any bank, credit union, savings institution, brokerage firm, etc. that is an Automatic Clearing House (ACH) member.

A prenotification test record will be sent to your institution(s) prior to the actual deposit of your pay into your account(s). By banking regulations your institutions must be allowed ten (10) banking days to verify the test data. **During this prenotification test period you will continue to be paid by check.** Any subsequent changes in institutions and/or account numbers will require a new prenotification test process during which time you will again be paid by check.

Due to the prenotification test process, additions and changes will take effect in two to three monthly payrolls.

CITY OF FORT LAUDERDALE, FLORIDA
DIRECT DEPOSIT PROGRAM

The City of Fort Lauderdale is offering direct deposit of your **pension benefit** payments into **up to three (3)** financial institutions to all recipients. Here is how it works and what you need to do to sign up:

WHAT IS DIRECT DEPOSIT?

Direct deposit is a convenient way to have your pension benefit electronically deposited without waiting for the mail and having to go to the bank to deposit your check. Instead we will automatically deposit your pension benefit into the financial institution(s) you specify almost anywhere in the United States. The only requirement is that they have the ability to accept Automatic Clearing House (ACH) transactions.

Your pension benefit will be deposited in your personal account(s) on or about the first business day of the month. You will receive an Earnings Statement through the mail that resembles a check stub. You should review the statements and record the deposits in your checkbooks/passbooks as soon as you receive them. For your convenience most financial institutions have electronic services you can use to verify your deposits either online or by telephone.

HOW DO I SIGN UP?

Complete the **Direct Deposit Program Authorization** on the back of this notice and return it to the appropriate Pension office at the address listed below. You must also enclose a **VOID CHECK** for each checking account and/or **DEPOSIT SLIP** for each savings account listed on the form.

City of Fort Lauderdale
General Employees' Retirement System
316 NE 4TH Street, Suite 2
Fort Lauderdale, FL 33301

City of Fort Lauderdale
Police & Fire Retirement System
888 S. Andrews Avenue, Suite 202
Fort Lauderdale, FL 33316

WHEN CAN I EXPECT MY FIRST DIRECT DEPOSIT TO OCCUR?

Upon receipt of your authorization, we will send a ZERO AMOUNT test record to your financial institution(s) so they can verify the direct deposit data we have for you. Once it is verified that the information is correct, direct deposits will begin. **During this test period, which usually takes one monthly payroll cycle, you will continue to receive payments by check.** Subsequent changes in institutions and/or account numbers will require a new verification process during which time you will again be paid by check. Additions and changes take effect in about two monthly payrolls.

HOW DO I COMPLETE THE AUTHORIZATION FORM?

The **Financial Institution Name, Transit Routing Number, Account Number** and **Type of Account** (checking or savings) that you must provide pertain to your personal accounts. Please contact your financial institutions to verify the Transit Routing Numbers.

You must complete the **First Account** information box that will be designated as the primary account your net pension payment will be deposited into.

The **Second** and **Third** account information boxes are **optional** and should only be completed if you want to have one or two additional **fixed dollar** deposits made to other accounts. These amounts will be deducted from your total net pension payment and the remaining amount will be deposited into your primary account listed first.

The Payroll office would be glad to help you with the forms and answer any questions you may have about the program. They can be reached at **(954) 828 - 5172**.