

**All account change requests must be received by the Retirement Services Group by the 15<sup>th</sup> of the month in order become effective for the next payment cycle.** If there are any changes to your bank information in the future, such as bank name, routing number, account number or account type, you must contact the Retirement Services Group immediately for a new direct deposit form. Alternatively, you can download and print a copy of the form from your My150 account, My Library – My Benefit Documents or from the website at <https://local150.org/moe/benefits/retirement/pension/pension-fund-forms-notice/> and click on Forms.

**Payee Information (Please type or print clearly):**

Name: \_\_\_\_\_ Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

Telephone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Bank Information (Please contact your bank branch for this information):**

Name of Institution: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Street

City

State

Zip

**Type of Account (Checking or Savings only):**     Checking     Savings

**A voided check or a letter from your financial institution verifying your account and routing numbers must be submitted with this form. The account in which the monthly benefit is deposited must be held solely or jointly in the name of the Payee. The Retirement Services Group will not make any changes until all required information is provided. Failure to provide this information may result in the delay of your pension benefit payment.**

Account Number: \_\_\_\_\_

Bank Routing Number: \_\_\_\_\_

\_\_\_\_\_  
Payee's Signature

\_\_\_\_\_  
Date

**Place a voided check here or attach a letter from your financial institution verifying your account and routing numbers.**