

We are offering email notification of your direct deposit advice. Please consider signing up for email notification instead of a printed stub. This eco-friendly process offers you convenience and gives you the flexibility to view or print your stub any time you need to.

## City of Hartford Pension Electronic Advice Authorization Form

Please complete and return this form to the Pension Administration Unit. This authorizes the City of Hartford to send your Direct Deposit Monthly Pension Advice electronically to the email account of your choice.

I authorize the City of Hartford to issue my Direct Deposit Monthly Pension Advice electronically to the following email address:

\_\_\_\_\_

This authorization will be in effect until the City of Hartford Pension Unit receives a written termination notice from me, and has a reasonable opportunity to act on it.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Employee ID#

\_\_\_\_\_  
Last 4 Digits SSN

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IMPORTANT: This document must be signed by Retirees requesting electronic delivery of monthly pension checks. Pensioners must complete the form in a legible manner due to the security involved. The email is a password protected file requiring the employee to enter the last four digits of their social security number to access the data.**

Send completed form to:

Email: [Michael.Budhram@hartford.gov](mailto:Michael.Budhram@hartford.gov)

Fax: 860-722-6127