City of Hartford Pension Direct Deposit Authorization Form

Please complete and return this form to the Pension Unit. This authorizes the City of Hartford to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my (our) account(s) indicated below and to other accounts I (we) identify in the future (the "Account"). This authorizes the financial institution holding the Account to post all such entries.

Net Amount Type (check one): ☐ Checking ☐ Savings

Employee Bank Name

Bank Routing # (ABA#) Account #

☐ I wish to deposit the Entire Net Amount

Fixed Amount #1 Type (check one): ☐ Checking ☐ Savings

I wish to deposit: $ _____.____

Employee Bank Name

Bank Routing # (ABA#) Account #

Fixed Amount #2 Type (check one): ☐ Checking ☐ Savings

I wish to deposit: $ _____.____

Employee Bank Name

Bank Routing # (ABA#) Account #

☐ I wish to stop direct deposit.

Please attach a voided check for each checking account. For a savings account, please provide a proof of account numbers.

The first monthly cycle after requesting a change, you will receive a **PAPER CHECK.** The next monthly cycle will reflect the changes that you have requested.

This authorization will be in effect until the City of Hartford receives a written termination notice from me changing or canceling it. In the event of my death I authorize and direct the bank to reimburse the Plan for any amounts which I was not entitled to receive and which were deposited subsequent to my death.

Printed Name Employee ID # Last 4 Digits of SSN

Signature Date Phone Number

IMPORTANT: This document must be signed by employees requesting automatic deposit of pension checks. Employees must attach a voided check for each of their checking accounts (or proof of bank routing number and account for Savings) to help verify their account numbers and bank routing numbers.

Return Forms to: City of Hartford Pension Unit, 550 Main Street, Hartford, CT 06103,
Or fax to **860-722-6068**

Questions? Call 860-757-9128 (Hartford Area) or 1-800-551-4279 (outside Hartford area)