



San Bernardino County Employees' Retirement Association

# Authorization Agreement for Direct Deposit

P: 909.885.7980 | E: memberservices@sbcera.org | [sbcera.org](http://sbcera.org)

### Submit this Form:

**Mail** | 348 W. Hospitality Lane Suite 100,  
San Bernardino, CA 92408  
**Fax** | 909.884.1904  
**Online** | [SBCERA.org/mySBCERA](http://SBCERA.org/mySBCERA)

## Section 1

For security and identification purposes, we **require your SBCERA ID number or the last four digits of your SSN.**

Your SBCERA identification number can be accessed in your mySBCERA account.

<b>SBCERA ID or Last Four Digits of SSN</b>		
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
<b>Mailing Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Phone Number</b>	<b>Email Address</b>	

## Section 2

### Authorization

Please indicate if you are authorizing a direct deposit to either a **Savings Account** or a **Checking Account**.

I authorize SBCERA and the financial institution listed below to deposit my payment automatically each month to the account type indicated below and, if necessary, to adjust or reverse a deposit for any entry made to my account in error. Enter as soon as possible (ASAP) or enter your requested effective date below. **Effective Date:** \_\_\_\_\_

- Savings Account**
- Checking Account**

*\* Requests for changes received after the 15<sup>th</sup> day of the month may not be effective until the following month.*

## Section 3

### Member Certification

**This form will be rejected if this section is not complete and if a voided check or letter from your bank is not attached.**

I hereby certify the account as shown on the **attached voided check or letter from my bank**. This authorization will remain in effect until I have cancelled it in writing and in such time as to afford SBCERA a reasonable opportunity to act on it. I will notify SBCERA of any change in the financial account status.

Executed on \_\_\_\_\_, at \_\_\_\_\_  
Date City, State



**X** \_\_\_\_\_  
**Signature of Member**

## Attach Voided Check Here