



DIRECT DEPOSIT AUTHORIZATION



Single Direct Deposit Complete Parts A, B, and D only.

Instr.

Multiple Direct Deposit Instructions Complete all parts. Specify a dollar amount or percentage in Part B. The balance will be deposited per Part C.

Attach Voided Check or Bank Letter To avoid clerical errors, attach a Voided Check. If you do not have a voided check, include a letter from your bank with your account and routing number.

PART A. MEMBER INFORMATION

1. Member Name (First, Middle Initial, Last)	2. Last 4 of SSN
3. Mailing Address (Street, City, State, Zip+4)	
4. Phone Number	

PART B. DIRECT DEPOSIT NO. 1

☐ **New** ☐ **Change** ☐ **Cancel**

1. Financial Institution	2. Routing Number
3. Account Number	4. Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings
5. Special Instruction (Choose one) <input type="checkbox"/> Deposit Percent: _____% <input type="checkbox"/> Deposit Specific Amount: \$ _____	

PART C. DIRECT DEPOSIT NO. 2 (OPTIONAL)

☐ **New** ☐ **Change** ☐ **Cancel**

1. Financial Institution	2. Routing Number
3. Account Number	4. Account Type <input type="checkbox"/> Checking <input type="checkbox"/> Savings

PART D. AUTHORIZATION

1. Read Carefully I hereby authorize NERS to deposit my net pay into the accounts at the financial institution(s) listed above. I further authorize NERS to take all steps necessary to recover funds deposited in error.	
2. Signature	3. Date (m/d/yyyy)

INFORMATION

A. **Retirees and Beneficiaries:**

Mandatory Enrollment. All retirees and beneficiaries are required to participate in the Direct Deposit program to receive their benefit payments.

B. **Authorization to Recover Funds Deposited in Error:**

By signing this form, you and each joint holder (if applicable) consent to allow the Norfolk Employees' Retirement System, through the financial institution, to debit the account and use any other lawful means to recover any benefit payment(s) to which you are not entitled.

C. **How do I know my pay has been deposited and how much was deposited?**

View your paycheck data in PeopleSoft Self-Service.

To verify Routing and Account Numbers navigate to:

Self-Service → Payroll and Compensation → Direct Deposit.

To verify Paycheck navigate to:

Self-Service → Payroll and Compensation → View Paycheck.

Visit www.norfolk.gov/retirement for more information.



D. **Garnishments:**

Retirees and beneficiaries whose pay or bank accounts are garnished will not be suspended from the Direct Deposit Program.

E. **Your Responsibilities:**

1. Before submitting form, you must verify with your Financial Institution that all information is accurate.
2. Each payday, you must verify that your Direct Deposit has occurred.
3. If you switch banks, your account is closed, or your account number changes, you must immediately notify NERS and you must submit a new Direct Deposit Authorization form.

F. **Termination of Direct Deposit:**

NERS will terminate your direct deposit if the Financial Institution clearing house notifies NERS that a problem exists with your account or routing number.

**Failure to promptly notify NERS of Direct Deposit account changes
will cause a delay in receiving your total net pay.
NERS must recover the funds before a replacement check can be
issued.**

Should you have any questions, contact the Retirement Office:

 **Phone:** (757) 664-4738

 **Email:** retirement@norfolk.gov

 **Retirement Mailing Address:** City of Norfolk Retirement
810 Union Street, Suite 309
Norfolk, VA 23510

Retirement Website: <https://www.norfolk.gov/Retirement>

 **PeopleSoft Self-Service:** <https://psslsrv.norfolk.gov/psp/HRPRODFP/SELFSSRV/HRMS/?cmd=login>