

DIRECT DEPOSIT AUTHORIZATION



NORFOLK EMPLOYEES' RETIREMENT SYSTEM
 810 Union Street, Suite 309, Norfolk, VA 23510
 Phone: (757)664-4738
 Email: retirement@norfolk.gov
 Website: www.norfolk.gov/retirement

Social Security Number (Last 4 digits only) XXX – XX - <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
Active History Number (Completed by Retirement Office)

Direct Deposit Instructions: If only one banking instruction is set up, **Direct Deposit Sequence No.1** designates the account to receive 100% of the net pay balance. If there are multiple banking accounts, **Direct Deposit Sequence No.1** and **Sequence No. 2** designates the dollar amount or "Percent Amount" to be deposited. Direct Deposit Sequence No.1 should be designated as "Available Balance" when multiple deposit sequences are declared. One Hundred percent (100%) of your net pay must be set up for deposit.

PLEASE READ DIRECT DEPOSIT INFORMATION ON THE BACK OF THIS FORM

Name of Payee Print (Last, First, M.) _____

Address (Street, Route, P.O. Box, APO/FPO) _____

City _____ **State** _____ **Zip Code** _____

Telephone Number (including area code) _____

Direct Deposit Sequence No.1 NEW CHANGE CANCEL
 (Complete for One Deposit Only)

Routing number:

Bank Name _____

Account Type: Checking Savings **Account Number** _____

Deposit Rule: Available Balance Percent Amount _____ % Dollar Amount _____

Direct Deposit Sequence No.2 NEW CHANGE CANCEL

Routing number:

.Bank Name _____

Account Type: Checking Savings **Account Number** _____

Deposit Rule: Available Balance Percent Amount _____ % Dollar Amount \$ _____

Attach a voided check, not a deposit slip. If you do not have a voided check, please include a letter from your bank with your routing number and account number.

I hereby authorize the City of Norfolk to deposit my net pay to the financial institution(s) listed above. In the event funds to which I am not entitled are deposited to my account(s), I hereby authorize the City of Norfolk to direct the bank to return said funds.

Employee Signature _____ **Date:** _____

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Direct Deposit Information

****TO AVOID POTENTIAL DELAYS IN PROCESSING AND RECEIPT OF BENEFIT PAYMENTS, YOU ARE RESPONSIBLE FOR NOTIFYING THE RETIREMENT OFFICE 30 DAYS IN ADVANCE OF A CHANGE TO PERSONAL OR FINANCIAL INFORMATION.**

Retirees and Beneficiaries:

It is mandatory for retirees and/or beneficiaries receiving benefit payments to participate in the Direct Deposit program. Each new or changed Direct Deposit will cause the account to go through the pre-notification process resulting in a paper check being processed and delivered via the U.S. postal service to the address on file.

Multiple Direct Deposits:

You may choose up to two (2) accounts for direct deposit payments. It is the responsibility of the retiree and/or beneficiary to clearly indicate and monitor his/her deposits. **100% of your net pay must be deposited.**

[If you designate only one account](#) complete Direct Deposit Sequence No.1 only.

[If you have multiple direct deposit accounts](#) complete Direct Deposit Sequence No.1 and Sequence No.2.

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.

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

You may view your paycheck data through Retiree Self-Service PeopleSoft Self-Service link [Oracle | PeopleSoft Enterprise Sign-in](#) prior to the pay day or at any time thereafter.

To verify the routing/account numbers of your Direct Deposit navigate to Self-Service ► Payroll and Compensation ► Direct Deposit. To verify information on your paycheck, navigate to Self-Service ► Payroll and Compensation ► View Paycheck.

Garnishments:

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

Closed or Changed Accounts:

If you close or change one or more of your Direct Deposit accounts, you **MUST** notify the Norfolk Employees' Retirement System immediately and complete a Direct Deposit Authorization form with your new account information. Failure to promptly notify Norfolk Employees' Retirement System of changes to deposit account(s) will cause a delay in receiving your total net pay. The receiving bank MUST return funds sent to a closed account before a replacement check can be issued to the member.

Your Responsibilities:

- You are responsible for verifying (with your bank) the accuracy of your bank account number when your enrollment form is completed and for confirming (with your bank) that your net pay deposit is in your account on the first payday you receive your direct deposit.
- You are responsible for verifying your direct deposit has occurred each payday.
- You are responsible for notifying the Norfolk Employees' Retirement System 30 days in advance if you change your bank or account number. You must complete a new Direct Deposit Authorization form.
- You must notify the Norfolk Employees' Retirement System if your bank account has been closed. You must complete a new Direct Deposit Authorization form to cancel the direct deposit. To continue with the Direct Deposit program, you must complete a new form 30 days in advance of the desired change.

Termination of Direct Deposit:

Your direct deposit will terminate if the Norfolk Employees Retirement System has received notification from the Financial Institution clearing house that a problem exists with your account/routing number.

If you have questions or concerns about your Direct Deposit, please contact the Norfolk Employees' Retirement System (757)664-4738.