



DIRECT DEPOSIT FORM

SOCIAL SECURITY NUMBER	PRINT - LAST NAME	FIRST	MIDDLE
PENSIONER'S AUTHORIZATION FOR DIRECT DEPOSIT			
BANK ROUTING NUMBER		ACCOUNT NUMBER (DO NOT INCLUDE CHECK NUMBER)	
ABA/TRANSIT			
BANK NAME		BRANCH	TELEPHONE
ADDRESS		CITY	STATE
		APPROVING OFFICER - BANK	
PLEASE CHECK THE APPROPRIATE BOX, PROVIDE INFORMATION AND SIGN BELOW - SEE INSTRUCTIONS			
1) <input type="checkbox"/> Start Direct Deposit: I hereby authorize LAFPP to directly deposit my pension net amount into my checking or savings account as indicated above. I also authorize LAFPP to make corrections to my account to adjust for any errors in deposit.			
2) <input type="checkbox"/> Change Bank and/or Account: I hereby request that LAFPP continue to directly deposit my pension net amount into the new account indicated above. In order to change your bank and/or account you must provide your current Bank Routing and Account Number below: CURRENT ROUTING NUMBER: _____ CURRENT ACCOUNT NUMBER: _____			
3) <input type="checkbox"/> Cancel Direct Deposit: I hereby request that LAFPP stop depositing my pension net amount directly into my designated checking or savings account.			
PENSIONER'S SIGNATURE <i>(No digital signatures.)</i>		TELEPHONE	DATE
E-MAIL ADDRESS			

***For Checking, please provide a voided check or a bank confirmation letter.
 For Savings, please provide a bank confirmation letter.



For questions regarding this form, please contact the Retirement Services Section at:

**(844) 88-LAFPP (52377) or (213) 279-3125
 Fax: (213) 628-7716 or Email: rs@lafpp.com**

DIRECT DEPOSIT INFORMATION

Los Angeles Fire and Police Pensions offers its members the convenience of direct deposit. You may elect to have your pension deposited directly into your checking, savings, or credit union account. The following information covers commonly asked questions.

HOW DOES DIRECT DEPOSIT WORK?

Instead of printing a check each month, we electronically transfer the money to an account in your designated banking institution.

WHAT ARE THE BENEFITS OF DIRECT DEPOSIT?

Direct deposit offers a fast, easy and secure way of depositing funds directly into your account on the day the payment is issued. Apart from the advantages of saving time and gasoline for trips to the bank, direct deposit is the most reliable option during an emergency that could disrupt mail services in your area.

WILL MY BANK ACCEPT DIRECT DEPOSIT?

Any financial institution in the United States belonging to the Automated Clearing House (ACH) network (bank must have 9-digit ABA transit routing number) accepts direct deposit.

WHEN WILL MY MONEY GO INTO MY DIRECT DEPOSIT ACCOUNT?

Funds are credited on the *last working day* of each month.

DO I STILL GET A STATEMENT?

You will receive a monthly itemized pension statement which is mailed to your address on record.

HOW LONG DOES IT TAKE TO START OR CHANGE A DIRECT DEPOSIT?

Once we receive a correctly completed Direct Deposit Form with a cancelled or voided check, it will take 2 - 6 weeks to start, depending on when it is received. Direct deposit forms received in the first half of any given month will be processed for that month's payment. Direct deposit forms received in the latter half of any given month will be processed for the following month's payment.

[Do not close your current direct deposit account until you have received a direct deposit to the new account!](#)

WHAT HAPPENS WHEN I CANCEL/OPT OUT OF MY DIRECT DEPOSIT?

When you cancel your direct deposit, future pension payments will be made by check and mailed to you at the last address we have on file for you. Address changes must be submitted in writing. Forms can be found at lafpp.lacity.gov.

HOW DO I BEGIN?

1. Complete this form using the instructions on the reverse side of this sheet.
2. Submit your completed form by mail (address below), email (rs@lafpp.com) or fax (213) 628-7716.

DIRECT DEPOSIT INSTRUCTIONS

IF YOUR DIRECT DEPOSIT FORM IS NOT COMPLETED PROPERLY, WE CANNOT PROCESS YOUR REQUEST.

TO START OR CHANGE YOUR DIRECT DEPOSIT:

1. Print your name and last 4 digits of your social security number on the form.
2. You or your banking institution will fill out the bank routing number, account number, and bank information on the form. Have a bank officer sign as the "Approving Officer – Bank". If you complete this information, the "Approving Officer – Bank" signature is not required. In either case, provide a cancelled or voided check along with the completed direct deposit form.

Please verify your bank routing number with your financial institution – a deposit slip will not be accepted, as the routing number may not be correct. Los Angeles Fire and Police Pensions is not responsible for verifying your bank information and is not liable for any loss attributable to payments deposited according to incorrect account information you have provided.

3. Check the box next to Savings or Checking to indicate the account type to which the deposit is to be made.
4. (a). TO START your direct deposit, check box #1 on the form.
(b). TO CHANGE your existing direct deposit, check box #2 on the form. You must also provide your current bank routing number and account number in order to make a change.

Remember to provide a cancelled or voided check or a bank confirmation letter for the new account along with the direct deposit form; a pre-printed deposit slip will not be accepted.

5. Sign the form and return it to Los Angeles Fire and Police Pensions.

Do not close your current direct deposit account until you have received a direct deposit to the new account!

TO CANCEL/OPT OUT OF YOUR DIRECT DEPOSIT:

1. Print your name and last 4 digits of your Social Security number on the form.
2. Fill in the bank routing number, account number, and bank information.
3. Check box #3.
4. Sign the form and return it to Los Angeles Fire and Police Pensions.

NOTE: Completed direct deposit forms must be received by Los Angeles Fire and Police Pensions by the 15th of the month in order for the change to take effect for that month's payment. Do not close your current direct deposit account until you have received a direct deposit to the new account.

If you have any questions, please contact the Retirement Services Section at:

Los Angeles Fire and Police Pensions
Attn: Retirement Services Section
701 E. 3rd Street, Suite 200
Los Angeles, CA 90013
Telephone: (844) 88-LAFPP (52377) or (213) 279-3125
Fax: (213) 628-7716
Email: rs@lafpp.com