



Department of Technology, Management & Budget
 Office of Retirement Services
 www.michigan.gov/ors (800) 381-5111
 P.O. Box 30171
 Lansing MI 48909-7671

Direct Deposit Application

For Pension Recipients

NAME (LAST, FIRST, M.I.)	MEMBER ID OR SSN	DAYTIME TELEPHONE ()
MAILING ADDRESS	IS THIS IS A NEW ADDRESS? <input type="checkbox"/> NO <input type="checkbox"/> YES, please change	
CITY, STATE, ZIP CODE	I receive more than one payment from ORS <input type="checkbox"/> NO <input type="checkbox"/> YES If YES, I wish to have this direct deposit change apply to: <input type="checkbox"/> All payments to me <input type="checkbox"/> Other (specify)	

Use this form to 1) change either the account number(s) or the financial institution(s) for your direct deposit or 2) sign up for direct deposit if you did not choose it earlier. **If you receive more than one monthly pension payment from the Office of Retirement Services (ORS), the bank account(s) identified below will be used for ALL pension payments unless you specify a single account in the box above.**

By submitting this completed form, I authorize ORS to deposit my net monthly pension by direct deposit into the designated financial institution(s) and account(s). This authorization remains in effect until canceled by: a) me; b) my death or legal incapacity; c) the financial institution; or d) the state of Michigan.

Financial Institution and Account Designation

You can have your pension payment sent electronically to one or two accounts, either at the same or different financial institutions as you specify below. The instructions on the back will help identify routing and account numbers. If you previously split your pension payment between two accounts and are changing only one of those accounts, you must complete the details for both the accounts again. This will help prevent any confusion as to where the funds are to go.

NAME OF FINANCIAL INSTITUTION #1		INSTITUTION'S TELEPHONE NUMBER ()
FINANCIAL INSTITUTION MAILING ADDRESS		CHECK ONLY ONE <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
CITY, STATE, ZIP		INSTITUTION #1 PENSION AMOUNT _____ % OR
BANK ROUTING NUMBER (CANNOT START WITH "5")	ACCOUNT NUMBER	
NAME OF FINANCIAL INSTITUTION #2 (If this is the same as Institution #1, write "SAME" below.)		INSTITUTION'S TELEPHONE NUMBER ()
FINANCIAL INSTITUTION MAILING ADDRESS		CHECK ONLY ONE <input type="checkbox"/> CHECKING <input type="checkbox"/> SAVINGS
CITY, STATE, ZIP		INSTITUTION #2 PENSION AMOUNT Balance of Pension
BANK ROUTING NUMBER (CANNOT START WITH "5")	ACCOUNT NUMBER	

I authorize ORS to recover money electronically deposited in my account(s) in error, either by adjusting the account(s) or withholding any future payments. I understand I will be notified in writing if adjustments are made. (Sign below to complete form.)

Signature: _____ Date: _____

**Return your completed form and any attachments to:
 ORS, P.O. Box 30171, Lansing, MI 48909-7671**



Direct Deposit Instructions

Enrolling in direct deposit

Direct deposit provides you with ease and convenience. It eliminates mail delays and theft problems because no paper check is mailed. Your money will be available to you the same day the pension is payable. There is no fee for direct deposit, so the amount of your monthly pension will not be affected.

To use this service, your financial institution must be located in the United States or its territories. If you are living in a foreign country and do not have an account with a US financial institution, contact ORS.

Your direct deposit statement

With direct deposit, you'll receive a statement at least quarterly detailing your pension, insurance, tax withholding, and other payroll information. It is important that you keep your mailing address current with this office. To change your address, you can log on to miAccount from the ORS website, or contact the Office of Retirement Services (ORS) by telephone, fax, or letter. Be sure to include your Member ID or the last four digits of your social security number so we can correctly identify your account.

How to apply for direct deposit

Complete this application to have your monthly pension deposited electronically. You can choose to have your pension payment split between two different accounts, either at the same financial institution or at different financial institutions. Record the dollar amount or percentage of your pension you wish to have deposited in the first account. The balance of your pension will be deposited into the second account.

Depositing to a checking account?

You can find the bank's routing number and your checking account number within the string of numbers at the bottom of one of your checks. (See the sample check.) Make sure you are looking at a check and NOT a deposit slip because the numbers may not be the same.

1. Find your bank routing number.

Locate the string of numbers at the bottom of your check. The first 9 digits from the left are your bank routing number. It is

always 9 digits. If this number begins with a "5" you will need to contact your financial institution for a different number that can be used for direct deposit. Write the number in the bank routing box on the front of this form.

2. Eliminate the number of your check.

Locate the string of numbers at the bottom of the check that matches the check number in the upper right-hand corner. This number is usually 4 digits and may include a zero as the first digit. You do not want to use any of these numbers.

3. Identify your account number.

The number that is left at the bottom—the one that is neither the bank routing number nor the check number—is your account number. If the number includes zeros at the beginning or end, include them as part of your account number.

Depositing to a savings account?

You may need to attach a blank deposit slip or contact your financial institution to get the bank routing number and verify your complete savings account number. Write both of these numbers in the appropriate boxes on the front of this form.

Finishing your application.

Mail your completed direct deposit application and any necessary attachment to ORS at the address on the front or fax to (517) 322-1116. You may wish to make a copy of the completed application for your records.

Changing your direct deposit

You can use miAccount to change your financial institution, the account(s) in which your pension payment will be deposited, or the amount being deposited in each account. Just go to the miAccount page on the ORS website and log on. Or, if you prefer to send your changes through the mail, complete this application form with your new information and return it to ORS.

Generally if we receive your request by the first of the month, your payment should be deposited in the new account(s) that same month. However, do not close your old account until after you receive your first payment in your new account.

