



# Authorizing Direct Deposit

North Carolina Retirement Systems



Please print or type in black ink.

## Section A. Tell us about yourself.

FIRST NAME	MI	LAST NAME		SSN
MAILING ADDRESS				MEMBER ID
CITY	STATE	ZIP CODE	TELEPHONE NO.	DATE OF BIRTH

## Section B. Please check the retirement system that applies.

If more than one, you must fill out a separate form for each retirement system account.

- |   |   |
|---|---|
| <input type="checkbox"/> Teachers' and State Employees' Retirement System | <input type="checkbox"/> Legislative Retirement System            |
| <input type="checkbox"/> National Guard Pension Fund                      | <input type="checkbox"/> Disability Income Plan of North Carolina |
| <input type="checkbox"/> Local Governmental Employees' Retirement System  | <input type="checkbox"/> Legislative Retirement Fund              |
| <input type="checkbox"/> Registers of Deeds' Supplemental Pension Fund    | <input type="checkbox"/> Firemen's Pension Fund                   |
| <input type="checkbox"/> Consolidated Judicial Retirement System          | <input type="checkbox"/> Rescue Squad Workers' Pension Fund       |

## Section C. Please attach a voided check or provide your bank account information below.

What type of account is this?

- Checking  
 Savings  
 Money Market

NAME OF BANK		
BANK ADDRESS LINE 1		
BANK ADDRESS LINE 2		
CITY	STATE	ZIP
BANK ROUTING NO.	BANK ACCOUNT NO.	

## Section D. Please authorize with your signature.

I hereby authorize the Retirement Systems Division of the Department of State Treasurer to make deposits to my account as indicated. I also authorize any necessary debit entries or adjustments for entries made in error to my account.

Signature \_\_\_\_\_ Date \_\_\_\_\_

- Any authorization or change received on or after the first of the month cannot be made effective until the following month.
- We will send a notice of direct deposit **only** for the initial deposit or if your benefit amount has **changed** from the prior month.

## Section E. Please submit this form by mail or fax.

- You may mail this form to the address below.
- You may fax this form to (919) 508-5350.

## Thank you.

N.C. Department of State Treasurer, Retirement Systems Division  
 325 North Salisbury Street, Raleigh, North Carolina 27603-1385  
 (919) 733-4191 in the Raleigh area or (877) 733-4191 toll free  
 www.myncretirement.com

REV 20071008

# 170



North Carolina Retirement Systems

## Guide A. Direct Deposit provides you with these valuable benefits.

- 1. Convenience.** With direct deposit you do not have to go to your bank or other financial institution to deposit your check. On “payday” your money has already been deposited automatically.
- 2. Peace of Mind.** With direct deposit you do not have to worry about receiving your retirement payment on time because of mail delays or having your check lost or stolen.
- 3. Freedom.** With direct deposit you know your payment will be automatically deposited to your account, whether you are on vacation, traveling, or ill.
- 4. Money Making.** With direct deposit your money gets in your account from one to ten days before a paycheck, so it goes to work for you that much earlier.
- 5. Time Savings.** With direct deposit you will have even more time to do the things you enjoy, since you do not have to make a special trip to deposit your check.
- 6. Weatherproofing.** Many times bad weather makes getting out to deposit your check inconvenient or even hazardous. With direct deposit, you can do something about the weather - ignore it on those days when in the past you would have been forced to go out to deposit your check.

To sign up for direct deposit or to change the account into which your benefit is deposited, simply fill out page 1 of this authorization form and return it to the Retirement Systems Division at the address shown on this form.

## Guide B. Important Facts About Your Direct Deposit

Your first retirement payment will be mailed to you on the 25th of the month. Thereafter, your retirement payment will be in your account when your financial institution opens for business on the 25th day of each month, except in December, when it will be deposited on the 20th. If the day the Retirement System is to make your deposit is Saturday, Sunday, or a holiday, then your deposit will be made on the work day before the Saturday, Sunday, or holiday.

The Retirement System will send a notice of direct deposit only for the initial deposit or if your benefit amount has changed from the prior month. You will not receive a notification unless there is a change from the previous month. Direct deposit is automatic; however, you may contact the financial institution where your retirement payment is deposited if you have any questions.



You may view your payment history online by logging-in to ORBIT (Online Retirement Benefits Through Integrated Technology) at [www.myncretirement.com](http://www.myncretirement.com). This secure, web-based system provides you with full access to your personal retirement account. Through ORBIT, you may also view tax withholdings, earnable allowance, and more. You can also conduct secure online transactions, like changing your address or ordering a new 1099R. Please visit [www.myncretirement.com](http://www.myncretirement.com) to see what ORBIT has to offer you.

## Thank you.

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**170**

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