



City of Tacoma

Tacoma Employees' Retirement System (TERS)

3628 S. 35th St., Tacoma, WA 98409 • P.O. Box 11007, Tacoma, WA 98411-0007

Office: (253) 502-8200

Fax: (253) 502-8660

Electronic Deposit Authorization

Use this form to designate or change your bank account information with the retirement system.

Please Note: The original signed form must be received in the Retirement Office by the 10th of the month to be processed for the current month.

Member Information

Last Name		First Name		MI	Social Security Number (last four digits)	
Mailing Address			City		State	Zip Code
Home Phone Number	Cell Phone Number	Email			Member No. (Office Use)	

This form will not be processed without the following information completed and required documents attached.

Banking Information

Main Bank/Credit Union		Check one		
Bank Name <input type="checkbox"/> Checking <input type="checkbox"/> Savings		<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> No Change <input type="checkbox"/> Cancel		
		Amount \$	OR Percentage	%
Routing Number		Account Number		

Additional Banking Information (Optional)

Other Bank/Credit Union		Check one:		
Bank Name <input type="checkbox"/> Checking <input type="checkbox"/> Savings		<input type="checkbox"/> New <input type="checkbox"/> Change <input type="checkbox"/> No Change <input type="checkbox"/> Cancel		
		Amount \$	OR Percentage	%
Routing Number		Account Number		

This form authorizes Tacoma Employees' Retirement System to make electronic deposits to the named bank or credit union account.

Note: If this form is completed by anyone other than the person identified in the Member Information section above, a copy of either the power of attorney or court ordered guardianship papers must be provided before the financial institution information will be changed.

Attach a **BLANK VOIDED CHECK / BANK VERIFICATION** to ensure accurate identification of financial institutions routing number and account number.

This authority is to remain in full force and effect until another form is completed to authorize changes.

Signature	Date
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