



**PLEASE READ CAREFULLY**

**Enrollment Application**

The Electronic Funds Transfer Direct Deposit Enrollment Application must be signed by you and the joint account holder if any. If you are requesting direct deposit to a "Checking Account," review Section 1 and make any necessary corrections, complete Section 2, then attach a voided check to Section 3. If a voided check is not attached to Section 3, or if your checks do not have your name imprinted on them, then Section 3 **must** be completed by your financial institution. Return the application to the New York State and Local Retirement System (NYSLRS). If requesting direct deposit to a "Savings Account," Section 3 **must** be completed by your financial institution before you return the application to the NYSLRS.

**Pensioner and Joint Account Holder Authorization For Recovery of Funds Deposited in Error**

By signing this Electronic Funds Transfer Direct Deposit Enrollment Application, you, both for yourself and your estate, and each joint account holder, if any, consent to allow NYSLRS, through the designated financial institution, to debit your account in order to recover any NYSLRS benefits to which you were not entitled. This means of recovery shall not prevent the NYSLRS from utilizing any other lawful means to retrieve NYSLRS benefit payments to which you were not entitled.

**Changing Financial Institutions and/or Accounts**

You may change financial institutions and/or accounts by completing a new enrollment application. The new enrollment application, when processed, will cancel the enrollment at the previous financial institution or your prior account. You should, however, be aware that changing financial institutions and/or accounts could take up to **30 days to complete**. We recommend that the old account not be closed until the first deposit is made to your new account or financial institution.

**Cancellation of Electronic Funds Transfer Direct Deposit**

To cancel this request, written notification from you must be received by the NYSLRS at least **30 days** prior to the next payment date.

The financial institution may terminate the electronic funds transfer direct deposit agreement with a written notice **30 days** in advance of the cancellation date. The financial institution cannot cancel the authorization without notification to both you and NYSLRS.

The New York State and Local Retirement System reserves the right to discontinue or cancel this electronic funds transfer direct deposit agreement at any time. Written notice will be provided to you.

The completed applications should be returned to the following address:

**EFT/Pensioner Services  
New York State and Local Retirement System  
110 State Street  
Albany, New York 12244-0001**

Questions or problems should be directed to the address above or you may call us at (518) 474-7736 or toll-free at 1-866-805-0990.