



P. O. Box 1471, Baton Rouge, LA 70821

Telephone: (225) 389-3272; Fax: (225) 389-5548

Email: retirementoffice@brla.gov

**DIRECT DEPOSIT AUTHORIZATION**

EMPLOYEE NAME: \_\_\_\_\_ SSN: \_\_\_\_\_

ACTION TYPE (check one):  
 NEW  
 CHANGE  
 TERMINATE THIS OPTION

FINANCIAL INSTITUTION NAME: \_\_\_\_\_

ROUTING NUMBER: \_\_\_\_\_

ACCOUNT NAME (example John or Jane Doe, Joe Doe): \_\_\_\_\_

ACCOUNT NUMBER: \_\_\_\_\_

ACCOUNT TYPE (check one):  CHECKING  SAVINGS

***Attach a check marked "void" for checking account or a portion of savings statement showing complete account number for savings account.***

I, \_\_\_\_\_ hereby authorize and request the City of Baton Rouge & Parish of East Baton Rouge Employees' Retirement System to initiate credit entries to my account number listed above at the depositories name above, and to initiate, if possible, debit entries or adjustments for any credit error.

If funds paid to me in error cannot be recouped through a debit entry, I hereby agree and authorize my employer to adjust the next check due me to correct the overpayment.

It is my responsibility to notify the Retirement System should any changes occur to the account specified. Considering all above conditions are met, this authorization remains in full effect until written signed notification indicating termination of this option is received from me and the City of Baton Rouge & Parish of East Baton Rouge Employees' Retirement System has had reasonable opportunity to act on the termination.

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date