



## Instructions and General Information

### IMPORTANT NOTICE

Use this form for all retirement benefit payments from DRS. Direct deposit allows DRS to forward your payments to the financial institution you authorize. The financial institution may be any bank, savings and loan association or similar institution, or federal or state chartered credit union. Members requesting direct deposit for Plan 3 defined contribution payments must contact ICMA Retirement Corporation at 1-888-711-8773.

**PLEASE NOTE:** While establishing or making changes to your direct deposit, your benefit will be mailed to your financial institution. Please verify with your financial institution the actual deposit date.

### INSTRUCTIONS

#### Section A

1. Complete all personal information in the top section of the form.
2. Print your name where indicated and sign and date the statement. If the signature can only

be made by mark, it must be witnessed by two persons who sign the form. If witnesses are required, they should print the word "Witness" above their signatures to the right of the mark.

3. Print the name and Social Security number of the member/retiree, if different from yours.

#### Section B

If you have any questions, please contact DRS at 360-664-7000 in the Olympia area or toll-free at 1-800-547-6657.

#### Section C

Complete all financial information in the bottom section of the form. After completing Section C, forward the form to:

Department of Retirement Systems  
P.O. Box 48380  
Olympia, Washington 98504-8380

You may want to retain a copy for your personal records.

The image shows a sample check form with the following fields and values:

- Payee: Steven M. Bolden (360) 555-1234, 9876 Maplewood Drive, Any City, State 98501
- Routing Number: 123456789
- Account Number: 000054321987654
- Check Number: 1234
- Amount: 20 DOLLARS
- MP (Member/Retiree): 1234
- SSN (Member/Retiree): 98-442/3251

A large "SAMPLE" watermark is overlaid on the form.

Transit/Routing  
Number

Account  
Number

Check  
Number  
(do not use)

The routing number must be nine digits. Ask your financial institution for the correct routing number to enter if:

- The routing number on a deposit slip is different from the routing number on your checks, or
- Your deposit is to a savings account that does not allow you to write checks.

### CANCELLATION INSTRUCTIONS

After receipt by DRS, this authorization will remain in effect until canceled by notice to DRS or upon your death. The financial institution should also be notified if you cancel this agreement.

Department of Retirement Systems (DRS) requires that you provide your Social Security number for this form.

- DRS will use your Social Security number as a reference number and to ensure that any funds disbursed under your account are correctly reported to the IRS.
- DRS will not disclose your Social Security number unless required by law.
- Internal Revenue Code Sections 6041(a) and 6109 allow DRS to request your Social Security number.