



KPERS-15B Rev. 1/11

## DIRECT DEPOSIT AGREEMENT

■ **Note** – You can submit a direct deposit agreement **electronically** instead of mailing this paper form. Login to the member web portal at [www.kpers.org](http://www.kpers.org). See instructions on page 2 for more information.

■ **Contact Us** – toll free: 1-888-275-5737 • phone: 785-296-6166 • fax: 785-296-6638  
e-mail: [kpers@kpers.org](mailto:kpers@kpers.org) • web site: [www.kpers.org](http://www.kpers.org) • mail: 611 S. Kansas Ave., Suite 100, Topeka, KS 66603

### ■ Part A – Benefit Recipient Information

1. Social Security Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_
2. Name (First, MI, Last): \_\_\_\_\_
3. Telephone Number: (\_\_\_\_) \_\_\_\_\_
4. Mailing Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_

■ **Part B – Financial Institution Information** – Verify the **nine-digit** routing number for electronic transfers with your financial institution. See sample check below for routing number location.

1. Financial Institution: \_\_\_\_\_
2. Location (City, State): \_\_\_\_\_
3. Telephone Number: (\_\_\_\_) \_\_\_\_\_
4. Type of Account: ☐ Checking ☐ Savings
5. Routing Number for Electronic Transfers: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_
6. Bank Account Number: \_\_\_\_\_

YOUR NAME 123 Main Street Anyplace, KS 60000		DATE _____	1234
PAY TO THE ORDER OF: _____		\$ _____	
ANYPLACE BANK Anyplace, KS 60000		DOLLARS	
MEMO _____			
1 250250025 1	202 020 8	1234	
9-Digit Bank Routing Number	Your Account Number	Check Number	

■ **Part C – Benefit Recipient Authorization** – If this form is signed by anyone other than the benefit recipient, a copy of legal authorization (e.g., durable power-of-attorney, guardianship or conservator documents) must be attached or currently on file with KPERS.

"I authorize the named financial institution to act as my agent to receive my monthly benefit from the Kansas Public Employees Retirement System (KPERS) for the purpose of making direct deposits to my account. If monies to which I am not entitled are deposited to my account, I authorize the financial institution to return the funds to KPERS. By signing this form, I and each joint tenant on my account agree to allow KPERS to debit the account in order to recover any funds that were deposited in error.

I understand that this means of recovery shall not prevent KPERS from utilizing other lawful means to retrieve funds deposited in error. This authorization hereby revokes all prior authorizations given to KPERS and remains in effect until I give KPERS written notice."

Benefit Recipient Signature: \_\_\_\_\_ Month/Day/Year: \_\_\_\_/\_\_\_\_/\_\_\_\_

# DIRECT DEPOSIT INSTRUCTIONS

It is not necessary to fax this instruction page with your form.

## ■ Instructions

All information requested on this form is necessary. The Retirement System cannot accept forms that are incomplete or have been altered in any way.

It is very important that you notify KPERS if your address changes, even though your benefit is directly deposited. The address listed on this form will update our records.

Please verify the financial information with your financial institution before completing Part B. Be sure that the routing number reflects the number for *electronic transfers*. This nine-digit number may be different from the routing number for the branch bank at which the account is held. You should be able to find the correct routing number on your checks. See the sample check on page 1. If you are depositing into a savings account, contact your financial institution for the correct routing number. You may choose only **one** account at one financial institution for your direct deposit. KPERS cannot deposit to a prepaid debit card.

Your monthly benefit payments will be directly deposited in your account on the last working day of each month. In the event of your death, payments dated after the last day of the month in which your death occurs must be returned to the Retirement System. The Retirement System will then determine survivor benefits, if any, and begin payments.

## ■ Changing Accounts or Financial Institutions

KPERS will continue to send payments to the account at the financial institution you select until you notify us of a change. You can make a change at any time by completing a new direct deposit form or updating your information on the member web portal. If you change financial institutions, maintain both accounts until you receive a payment in the new account. With the paper form, this change may take 30-60 days. Member web portal changes are immediate. See "Using the Member Web Portal" for more information.

## ■ Paperless Direct Deposit Change

You can change your direct deposit information on the member web portal instead of mailing a paper form. Changes on the portal are effective immediately. Login to the member web portal at [www.kpers.org](http://www.kpers.org). Click "KPERS Account Access" at the top left.

To access your personal account, you must first enroll. It takes two to three minutes and you'll only have to do it once. Enrollment lets us identify you and protects your personal information. After that, you can login anytime using the user ID and password you set up.