

# Municipal Employees' Retirement System of Louisiana

7937 Office Park Boulevard, Baton Rouge, LA 70809 / 225-925-4810 / Toll Free 1-800-820-1137 / Fax 225-925-4816

**Your monthly retirement benefit will be deposited directly into your bank account by the retirement system; no checks will be issued or mailed to you.**

## **It is necessary that you provide the following to the retirement system office in order to prevent delay of payment of your monthly benefits:**

1. Provide the complete name and address of the bank or other financial institution of the account into which you want your monthly benefit to be deposited.

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2. **Attach a voided check** for the account into which you want your monthly benefit to be deposited to this form.

3. The account into which you want your monthly benefit to be deposited

Checking account       Savings account

4. Bank Routing Number

Account Number \_\_\_\_\_

5. Name \_\_\_\_\_

Social Security No. \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_

6. Signature \_\_\_\_\_

You may seek an exception to this method of payment of your monthly benefit if you certify in writing to the retirement system that you do not have an account with a bank or financial institution, that direct deposit of your monthly benefit would impose a hardship due to a physical disability or geographic barrier, or that direct deposit of your monthly benefit would impose a financial hardship.

**(Any change to this information must be submitted in writing and signed by you.)**