

DIRECT DEPOSIT INFORMATION

This card should be used only if you want to begin, change or cancel participation in the **Direct Deposit Program**.

1) BEGINNING PARTICIPATION IN THE DIRECT DEPOSIT PROGRAM

You may have the net amount of your monthly allowance directly deposited in your checking, savings or credit union account. If you desire this service, please ask your bank or savings institution to help you complete the other side of this card. Then check box #1, sign the card, and return it to this office, together with a copy of a voided or cancelled check or deposit slip for our verification of your account number. You will no longer receive a check in the mail, but you will thereafter receive a monthly statement showing your gross allowance, deductions taken, and the net amount of your deposit.

2) CHANGING ACCOUNTS

If you are currently participating in the direct deposit program and want the net amount of your monthly allowance deposited in a different account than the one previously designated, please check box #2 and sign the reverse side of this card. With the assistance of your bank or savings institution, complete the rest of the card and return it to this office, together with a copy of a voided or canceled check for our verification of your new account number.

3) CANCELLING PARTICIPATION IN THE DIRECT DEPOSIT PROGRAM

If you wish to discontinue the direct deposit service, print your name, Social Security number and address on the reverse side of this card, check box #3, sign the card and return it to this office. Bank and account number information may be omitted since this information is already on file at this office.

COMPLETED CARD SHOULD BE RETURNED TO THE ADDRESS BELOW

Water and Power Employees' Retirement Plan

P.O. Box 51111, Room 357

Los Angeles, CA 90051

WATER AND POWER EMPLOYEES' RETIREMENT PLAN
111 NORTH HOPE STREET, ROOM 357
LOS ANGELES, CALIFORNIA 90012
(213) 367-1715
(213) 367-1891 FAX

ELECTRONIC DIRECT DEPOSIT

To add, delete, or make any change in your electronic direct deposit (EDD), please take the enclosed yellow card to your bank or financial institution. Ask them to fill in the transit routing and account numbers, then you sign and date it.

Any change to an EDD instruction requires the personal signature of the allowance recipient. **Also, be sure to staple a VOIDED check from your account to the yellow card and return it to us.** Do not close your old account until we notify your enrollment and/or requested change has been made. Please allow 6 to 8 weeks for the change to become effective.

IMPORTANT: You must notify our office in writing when you move or change your address. Failure to inform our office of your address change will delay you receiving your EDD notifications, your annual 1099R tax form, DWP Health insurance information in addition to any other documentation that is sent to you from the Retirement and Health Plan offices.