

Direct Deposit Authorization—Instructions

Use this *Direct Deposit Authorization* form to request direct deposit for your CalSTRS payment. For faster processing, sign up for direct deposit using your *myCalSTRS* account at CalSTRS.com.

To cancel your direct deposit, use the *Address Change Request* form, available at CalSTRS.com or your *myCalSTRS* account.

SECTION 1—BENEFIT RECIPIENT ACCOUNT INFORMATION

Attach a voided personal check or your savings account statement to this authorization to assist us in verifying your account and routing numbers.

SECTION 2—BENEFIT RECIPIENT AUTHORIZATION INFORMATION

By signing and submitting this form, you are authorizing CalSTRS to transmit any benefits due by electronic funds transfer to the designated account. You also agree to receive your benefit payment statements (also known as direct deposit advices) online through your *myCalSTRS* account.

If you would like to receive your benefit payment statements by U.S. mail, submit your request in writing to CalSTRS, P.O. Box 15275, MS 85, Sacramento, CA 95851-0275 or by using your *myCalSTRS* account. Please include the benefit recipient's name, Client ID or SSN, mailing address and sign and date the request.

Note: There may be some instances when benefit payment statements will be sent by U.S. mail.

Electronic payments to your designated account are required to comply with NACHA requirements. The requirements are designed to comply with U.S. law and impose additional reporting requirements on all electronic payments including direct deposits that directly involve a financial institution outside the territorial jurisdiction of the United States. Per the State Controller's requirements, **if you receive your monthly benefit payment via direct deposit at a U.S. financial institution and then have the entire amount forwarded to a financial institution in another country, you will be issued a paper check in lieu of the direct deposit requested.**

You can view and print current and past benefit payment statements online using your *myCalSTRS* account at CalSTRS.com.

SECTION 3—GENERAL INFORMATION

Mail your completed *Direct Deposit Authorization* to CalSTRS, P.O. Box 15275, MS 85, Sacramento, CA 95851-0275.

Your first payment will be deposited into your account within 30 to 90 days after we receive the authorization.

To avoid any delays in benefits or communications, promptly inform CalSTRS of any change in your mailing address. Update your mailing address online using your *myCalSTRS* account or the *Address Change Request* form.

Your direct deposit will continue to be deposited into your designated account until we are notified in writing that you wish to change your financial institution account information. ***Do not close your old account until your first payment is deposited into your new account.***

Note: If your home address is outside California and you do not submit a new *Income Tax Withholding Preference Certificate* form, we will discontinue withholding state tax from your benefit. If you are moving from another state to California and do not submit an *Income Tax Withholding Preference Certificate* form, we will withhold state tax from your benefit at the rate for a married person with three allowances.

PRIVACY NOTICE

The California State Teachers' Retirement System is authorized by sections 24604 and 22450 of the California Education Code to collect and use the information requested on this form for the purposes of identification and enrollment processing for payment of benefits by direct deposit. The information collected on this form will be disclosed to the state Controller's Office, an originating financial institution and the Federal Reserve Bank for the purpose mentioned. You must provide all information on this form. Failure to provide the mandatory information may result in nonenrollment of your direct deposit, or could cause the enrollment to be processed incorrectly.

You have the right to review the file maintained on you by CalSTRS upon proper identification. Contact the Information Practices Coordinator at CalSTRS by calling 800-228-5453 or write to CalSTRS, P.O. Box 15275, MS 85, Sacramento, CA 95851-0275.

Direct Deposit Authorization

(AS 1130, rev. 01/12)

CALSTRS[®]

California State Teachers' Retirement System
P.O. Box 15275, MS 85
Sacramento, CA 95851-0275
800-228-5453
CalSTRS.com

For faster processing, sign up for direct deposit online using your *myCalSTRS* account.
This form authorizes CalSTRS to send your benefit payments to the designated account. Print clearly using pen.

Section 1: Benefit Recipient Account Information

Attach a voided check or statement from your financial institution indicating your account number, routing number and the type of account (checking or savings).
(Do not attach a deposit slip.)

Section 2: Benefit Recipient Authorization Information

I authorize CalSTRS to directly deposit my benefit payments via electronic funds transfer. I agree to receive my benefit payment statements (also known as direct deposit advices) electronically unless I request otherwise in writing. I certify that the entire payment amount of my direct deposit is NOT ultimately deposited into a financial institution outside of the United States. I understand it is a crime to fail to disclose a material fact or to make any knowingly false material statements for the purpose of altering a benefit administered by CalSTRS and it may result in penalties, including restitution, up to one year in jail and a fine of up to \$5,000 (Education Code section 22010).



BENEFIT RECIPIENT SIGNATURE

BENEFIT RECIPIENT PRINTED NAME

SIGNATURE DATE (MM/DD/YYYY)

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TELEPHONE NUMBER

BENEFIT RECIPIENT CLIENT ID OR SSN

MAILING ADDRESS

CITY, STATE AND ZIP CODE

EMAIL ADDRESS

View and print your current and past benefit payment statements from your *myCalSTRS* account at CalSTRS.com. Online benefit payment statements are convenient, secure and environmentally responsible. You can receive a paper copy of your benefit payment statement via U.S. mail upon written request.

Section 3: General Information

For faster processing, sign up for direct deposit online using your *myCalSTRS* account.

Mail your completed *Direct Deposit Authorization* form to: CalSTRS
P.O. Box 15275, MS 85
Sacramento, CA 95851-0275

