



## DIRECT DEPOSIT REQUEST

Name of Annuitant \_\_\_\_\_ Social Security Number \_\_\_\_\_

To: Teacher Retirement System of Texas (TRS)

You are hereby requested to deposit the monthly payments, as well as other eligible payments, payable to me by the Teacher Retirement System of Texas (TRS) directly to the financial institution shown below.

I understand that my payments will be transferred to my financial institution and credited to my account electronically, and the funds for monthly payments will be available to me on the first business day of each month. I understand that the first payment of my annuity after submission of this form may be a paper check mailed to the financial institution shown below and may not be available to me on the first business day of the month.

I hereby reserve the right to cancel or change this request by written notice to TRS. I understand that it may take up to 45 days for the request to take effect. Additionally, I understand that if TRS is notified that my financial institution has closed my account, TRS will mail my payments to my address on file with TRS until it receives new direct deposit instructions.

If my death shall occur prior to the due date of any payment made by TRS in compliance with this request, the financial institution will refund such payment to you in accordance with this agreement. This agreement shall not terminate upon my disability.

I hereby authorize TRS to deduct from the designated account or from my subsequent payments all amounts deposited to the account in error. In the event my designated account is closed or contains an insufficient balance to allow a deduction for amounts deposited in error, then I agree that TRS may withhold any payments payable to me or, subsequent to my death, to my estate or to any beneficiary(ies) with an interest in my account by TRS until such amount deposited in error is repaid. I hereby authorize the financial institution to disclose information to TRS as indicated on the reverse side of this form.

\_\_\_\_\_  
 Signature of Annuitant                      Date Signed

\_\_\_\_\_  
 City, State, Zip Code

\_\_\_\_\_  
 Mailing Address of Annuitant

\_\_\_\_\_  
 (Area Code) Daytime Telephone Number

### AGREEMENT TO BE EXECUTED BY FINANCIAL INSTITUTION

In consideration of the Teacher Retirement System of Texas (TRS) making payments in accordance with the foregoing request concerning direct deposit of funds and without requiring the personal endorsement of the annuitant on paper checks conveying each such payment and without requiring other proof that the annuitant is alive on the date which such payment falls due, we hereby agree to repay and refund to TRS on demand, the amount of any such payments made to us and received by us, the due date of which shall occur subsequently to the date of death of such annuitant and we further agree to accept the certification of TRS as to the date of death of such annuitant as sufficient evidence of date of death.

Financial Institution Transit Code 

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Account number is: \_\_\_\_\_

Must check one: checking  savings

\_\_\_\_\_  
 Name of Financial Institution

\_\_\_\_\_  
 Mailing Address of Financial Institution      City, State, Zip Code

By: \_\_\_\_\_  
 Signature of Authorized Officer                      Date Signed

\_\_\_\_\_  
 Name of Officer (Print or Type)                      Telephone No.                      Title

**PLEASE ATTACH A VOIDED PERSONALIZED CHECK TO THIS FORM IN THE SPACE PROVIDED BELOW.**  
**Your voided check helps TRS process payments faster and avoid errors.**

## **INSTRUCTIONS**

**IMPORTANT NOTICE:** This form is to be used only for the deposit of payments from the Teacher Retirement System of Texas (TRS).

TRS through the Texas Comptroller of Public Accounts has the ability to electronically deposit an annuitant's monthly benefit and certain other payments to an authorized financial institution. The financial institution may be any bank, savings and loan association, or similar institution, or federal or state chartered credit union in which the annuitant has a checking or savings account. In order for TRS to deposit the annuitant's payments into a financial institution, the annuitant and an authorized officer or representative of the financial institution must sign the *TRS278 Direct Deposit Request* form.

## **ANNUITANT INFORMATION**

The annuitant's name, social security number, mailing address, home telephone number, and work telephone number, if any, should be typed or printed in the appropriate lines.

## **ACCOUNT HOLDER AGREEMENT**

After reading the conditions of the depository agreement, the annuitant, annuitant's attorney-in-fact, or guardian of the annuitant's estate must sign and date the form. If the attorney-in-fact signs the form on behalf of the annuitant, the power of attorney document must be attached to the form. If a guardian signs the form on behalf of the annuitant, the Order and Letters of Guardianship or other legal document must be attached to the form. If you have already provided these legal documents and TRS has accepted them, you do not need to provide an additional copy with this form.

## **FINANCIAL INSTITUTION**

The selected financial institution should complete all of the information requested. The monthly benefit may only be deposited in an account in which the annuitant has an interest. The routing number should reflect the number for electronic transfers, which may be different from the routing number for the branch bank at which the account is held. The annuitant, by signing this form, authorizes the financial institution to communicate and disclose relevant information to TRS concerning the parties who have an interest in the account and to recover erroneous payments from the account holders. By signing this form, the financial institution agrees to accept the electronic transfer from TRS on behalf of the annuitant and verifies the signature of the person as an individual having an interest in the account in which the TRS payments will be deposited.

## **TERMINATION OF DIRECT DEPOSIT AGREEMENT**

This direct deposit agreement shall remain in effect until terminated by:

- cancellation by the annuitant, attorney-in-fact, or guardian by written notice to TRS that gives TRS a reasonable opportunity to act upon such notice; or
- written notice from TRS to the annuitant indicating TRS's termination of the agreement; or
- the closing of the account by the annuitant or authorized legal representative.

A monthly annuity is payable to a TRS annuitant through the month in which the person dies. TRS is authorized by law to send a final monthly payment of an annuity to a financial institution.

**ATTACH A VOIDED PERSONALIZED CHECK HERE**

**PLEASE TAPE - DO NOT STAPLE**