



**Missouri State Employees' Retirement System**  
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EFT

# Stop Direct Deposit Authorization and Issue Paper Check

Please print. • See reverse side for instructions.

## SECTION A - PERSONAL INFORMATION

**Social Security Number or Member ID**

**Date of Birth**

**Name** (last/first/middle)

**Mailing Address** (PO or street/city/state/zip)

**Primary Phone Number** (home/cell)

**Email Address**

## SECTION B - MAILING ADDRESS TO SEND CHECK

Below, I am providing my new contact information and the complete mailing address where I would like you to send the check.

**New Mailing Address** (PO or street/city/state/zip)

**New Work Phone Number**

**New Primary Phone Number** (home/cell)

**New Email Address**

## SECTION C - APPLICANT SIGNATURE

I hereby authorize the Missouri State Employees' Retirement System (MOSERS) to **stop** transmitting credit entries to either my pay card or to my account at my depository financial institution. This request hereby revokes all prior payment directions given to MOSERS. I elect to receive future payments by paper check at the address specified in Section A. I understand that the standard form of payment is direct deposit to a pay card or account on the last working day of the month. **However, since I am electing to receive a paper check instead of direct deposit, it may take an additional 3 to 5 business days to receive my benefit payment each month.**

**Signature**

**Date**

## Instructions for Completing

# Stop Direct Deposit Authorization

The standard method of receiving your monthly benefit from MOSERS is direct deposit. The **completed *Stop Direct Deposit Authorization*** form allows MOSERS to **stop the electronic transfer** of your benefit payment to your pay card or your checking/savings account on the **last working day** of each month. Future benefit payments will be made to you by paper check. This authorization must be signed, dated, and returned to MOSERS. Steps for completing the request are outlined below.

1. Complete Section A.
2. Complete Section B.
  - MOSERS will update your contact information and mail the paper check to the address you have provided.
3. Sign and date Section C.
  - In order to stop direct deposit in any given month, MOSERS must receive this notice at least 3 business days prior to the **last working day** of the month.
4. Return completed form to MOSERS.

### Resuming Direct Deposit

To resume the direct deposit of your benefit payment, please complete and submit a *Direct Deposit/Pay Card Authorization* form. The easiest way to obtain the authorization form is to submit it electronically from your secure Member Homepage or you may contact MOSERS by phone.