

## **PENSION CHECK MAILING / DIRECT DEPOSIT**

Each month, pension checks are mailed on the last working day of the preceding month (example: July 1<sup>st</sup> checks are mailed out on the last working day of June). Please understand that, once the checks are mailed from the Pension Department, we have no control over the length of time the Post Office takes to deliver the check to you.

**Be aware that the Pension Department will NOT consider a check to be “lost in the mail” until the 15<sup>th</sup> of the month. If a check is “lost in the mail,” an additional five to seven business days are required for processing a replacement check.**

We strongly recommend that you have your pension payment directly deposited to your bank account. With direct deposit, your pension payment is transferred to your bank account on the first working day of the month (example: July 1<sup>st</sup> payments are transferred to your account on the first working day of July). If you wish to elect direct deposit, you must complete and return the direct deposit authorization form that appears on the reverse side of this notice. A full thirty (30) days are required to process direct deposit requests.

It is your responsibility to promptly notify the Pension Department of any change in your address. If the Pension Department is unable to contact you at your last address on record, all future mail, including pension checks and/or direct deposits will be held (*without* interest) until you contact the Pension Fund Office and provide your current address.

### **IMPORTANT NOTE FOR NEW PENSIONERS/BENEFICIARIES**

Your FIRST check MUST be a paper check and cannot be directly deposited.

### **SPECIAL NOTE TO JOINT ACCOUNT HOLDERS**

Joint account holders should immediately notify the Pension Department of the death of a retiree. Funds deposited after the date of death or ineligibility must be returned to the Pension Fund.

### **RETURN COMPLETED FORM TO:**

Chicago Regional Council of Carpenters Pension Fund  
12 E. Erie Street  
Chicago, IL 60611

Fax (312)951-3986



Service. Security. Stability.

Chicago Regional Council of Carpenters Welfare Fund

Chicago Regional Council of Carpenters Pension Fund

# DIRECT DEPOSIT AUTHORIZATION

12 East Erie Street • Chicago, Illinois 60611

(312) 787-9455 • Kristina M. Guastaferrri, Administrator  
Fax (312)951-3986

**PLEASE PRINT**

Pensioner/Beneficiary Name \_\_\_\_\_

Home Address \_\_\_\_\_  
Number and Street City State Zip

Telephone \_\_\_\_\_ Social Security # or U.I.D. # \_\_\_\_\_  
Area Code / Number

Is the above listed home address a new address? NO YES

Name of Receiving Bank \_\_\_\_\_

Receiving Bank Branch Address \_\_\_\_\_  
Number and Street City State Zip

Receiving Bank Branch Telephone Number \_\_\_\_\_  
Area Code / Number

Choose One:

The account is a **CHECKING** Account ⇒ ⇒ You must attach a voided check

The account is a **SAVINGS** Account ⇒ ⇒ You must attach a deposit slip

If you do not know your bank's routing number, you must contact your bank to obtain the number.

The routing number is \_\_\_\_\_ ⇒⇒⇒

The account number is \_\_\_\_\_

Is this a joint account? NO YES ⇒ ⇒ Name of joint account holder \_\_\_\_\_

I hereby authorize the Chicago Regional Council of Carpenters Pension Fund to issue all funds for payments due to me to the order of the above named Receiving Bank. Any funds so issued are to be electronically transferred directly to the Receiving Bank. If any such payment is made to which I am not entitled, I hereby authorize and direct the Receiving Bank to refund the amount of such payment to The Chicago Regional Council of Carpenters Pension Fund and charge the same to my account. In addition, if the above stated bank, mailing address, routing number, or account number is changed, I shall be responsible for giving the Pension Fund written notification of such change. Changes require a full thirty (30) days to process. Furthermore, I understand that, even though my pension payments are to be electronically transferred to my bank, I must keep the Pension Fund informed of my current home address.

Signature of Pensioner/Beneficiary \_\_\_\_\_ Date Signed \_\_\_\_\_