

	<b>Agency Name</b>		Office of Family Support (OFS)		
	<b>Chapter No./Name</b>		06 - Personnel Manual		
	<b>Part No./Name</b>		Y. Forms and Forms Instructions		
	<b>Section No./Name</b>		Y-500 Retirement Forms and Forms Instructions		
	<b>Document No./Name</b>		LASERS 04-5 Frm and Ins Authorization For Direct Deposit (LASERS 4-5)		
	<b>Dates</b>	<b>Issue</b>	August 1, 2005	<b>Effective</b>	August 1, 2005

STOCKED: The current version of the form is available on the LASERS website at [http://www.lasers.state.la.us/Agency\\_Information/](http://www.lasers.state.la.us/Agency_Information/)

## PURPOSE

Used to request direct bank deposit of retirement check. Direct Deposit is mandatory for members retiring on or after 12/31/99.

### ➤ PREPARATION

Employee completes Section I of the form. Section II is completed if there is a joint payee on the bank account. Section III is completed by the financial institution. Information must either be typed or completed in black ink.

### ➤ DISPOSITION

Manager submits form with other retirement documents to OFS Human Resources Section at time of employee's retirement.