

University of California



Direct Deposit for Retiree Monthly Benefits Factsheet

Direct deposit is an automatic, computerized method of electronically depositing your monthly UCRS benefit directly into your bank account. If you want direct deposit, you must sign up for it. Enrollment is not automatic. If you do not choose direct deposit, your benefit check will be mailed to your designated mailing address.

How Direct Deposit Works

Direct deposit is a service for electronic direct deposit of money into your bank account without the use of paper checks. Direct deposit links consumers, companies, and financial institutions nationwide through a network called the Automated Clearing House (ACH). More than 10,000 financial institutions belong to the ACH system.

If you have direct deposit, UC Human Resources sends the net amount of your monthly benefit to the bank clearing house electronically so that it is transmitted to your bank and is available for your use once the money has been credited to your account.

Direct deposit is set up so that your money is deposited and available to you on the first of the month. If the first of the month falls on a weekend or holiday, your direct deposit will be posted and available for use on the last business day of the previous month. Please note: The direct deposit date for December monthly benefit payments occurs the first working day in January.

Scheduled direct deposit dates for the current year can be found online at the UC Human Resources website (atyourservice.ucop.edu).

A direct deposit statement will be mailed to you two business days before each scheduled bank deposit date.

Advantages of Direct Deposit

UC encourages you to use direct deposit because:

- Direct deposit is convenient, safe, fast, and efficient, and the University does not charge you for it. Your benefit payment is deposited automatically into

your bank account even when you are out of town or unable to get to your bank.

- You don't have to wait in bank lines.
- There are no checks to get delayed, lost, or stolen, so there are none of the stop-payment delays that occasionally arise with mailed checks.
- Your deposit is immediately available for use. You don't have to wait for your check to clear.
- UC Human Resources sends you a monthly statement for your records. A phone call to your bank can also confirm the deposit.
- Some banks offer free checking and/or ATM service or other incentives to customers who use electronic direct deposit. Check with your bank for details.
- Most banks do not charge a fee for electronic direct deposit—check with your bank for details.

Direct Deposit Restrictions

- The University cannot process direct deposit transfers to banks outside of the United States.
- Your entire benefit payment must be deposited to only one bank account (checking, savings, or trust, but not more than one). The University cannot send part of your benefit to the bank and give part to you.
- Payment can be made to a trust account only if the trust is a grantor-type trust established for your benefit and the trust's tax identification number is your Social Security number.

How to Start Direct Deposit

If you are still a UC employee planning retirement:

If you are an employee and currently use direct deposit to deposit your UC wages, you can elect to continue this service in retirement when you make your retirement election.

If you are an employee who currently does not use direct deposit to receive UC wages (you receive a paper paycheck), you can sign up for direct deposit

when you retire or any time thereafter, as explained in the next section.

If you now receive benefit checks: If you are not using direct deposit but would like to start, you may sign up for direct deposit at any time, subject to monthly processing deadlines (generally about mid-month). For example, if you sign up by the January processing deadline, direct deposit will be effective for your February benefit that is paid March 1. Until direct deposit becomes effective, your benefit check will continue to be mailed to you. You may cancel direct deposit at any time, subject to these same deadlines.

If you want direct deposit, complete the *Direct Deposit for Monthly Benefit* form (UCRS 160). If you want your monthly benefit deposited into your checking or trust account, you **must** attach a voided, blank check to your form or have your financial institution complete Section 4 of the form. This will confirm your account number and your financial institution. Remember

that your benefit can be deposited into a trust account only if the trust account is a grantor type trust account and if the trust's tax identification number is your Social Security number.

If you want your monthly benefit deposited into your savings account, you **must** have your financial institution complete Section 4 of the form.

Once you have direct deposit, you must notify UC Human Resources immediately if you change your bank or bank account. To avoid an interruption in direct deposit you may want to keep your old account open until you are certain that your direct deposit is being transmitted to your new bank or account.


If you have questions about direct deposit or want to request a form, please call the UC Customer Service Center toll-free at 1-800-888-8267. You can also find the form (UCRS 160) on the UC Human Resources website (atyourservice.ucop.edu).

By authority of the Regents, University of California Human Resources, located in Oakland, administers all benefit plans in accordance with applicable plan documents and regulations, custodial agreements, University of California Group Insurance Regulations, group insurance contracts, and state and federal laws. No person is authorized to provide benefits information not contained in these source documents, and information not contained in these source documents cannot be relied upon as having been authorized by the Regents. Source documents are available for inspection upon request (1-800-888-8267). What is written here does not constitute a guarantee of plan coverage or benefits—particular rules and eligibility requirements must be met before benefits can be received. The University of California intends to continue the benefits described here indefinitely; however, the benefits of all employees, retirees, and plan beneficiaries are subject to change or termination at the time of contract renewal or at any other time by the University or other governing authorities. The University also reserves the right to determine new premiums, employer contributions and monthly costs at any time. Health and welfare benefits are not accrued or vested benefit entitlements. UC's contribution toward the monthly cost of the coverage is determined by UC and may change or stop altogether, and may be affected by the state of California's annual budget appropriation. If you belong to an exclusively represented bargaining unit, some of your benefits may differ from the ones described here. Contact your Human Resources Office for more information.

The Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) provides for continued coverage for a certain period of time at applicable monthly COBRA rates if you, your spouse, or your dependents lose group medical, dental, or vision coverage because you terminate employment (for reasons other than gross misconduct); your work hours are reduced below the eligible status for these benefits; you die, divorce, or are legally separated; or a child ceases to be an eligible dependent. Note: The continuation period is calculated from the earliest of these qualifying events and runs concurrently with any other UC options for continued coverage. See your Benefits Representative for more information.

In conformance with applicable law and University policy, the University is an affirmative action/equal opportunity employer. Please send inquiries regarding the University's affirmative action and equal opportunity policies for staff to Director of Diversity and Employee Programs, University of California Office of the President, 300 Lakeside Drive, Oakland, CA 94612 and for faculty to Director of Academic Affirmative Action, University of California Office of the President, 1111 Franklin Street, Oakland, CA 94607.

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