



# BANK DRAFT AUTHORIZATION

I hereby authorize the Department of Shared Administrative Services - Employee Benefits Division to initiate debit entries and to initiate, if necessary, credit entries and adjustments for any debits in error to our bank account indicated at the financial institution listed below, hereinafter called 'Depository', to debit and/or credit the same such account.

First month Retirement and COBRA payments MUST BE MADE BY CHECK OR MONEY ORDER. If first payment is not included, the bank draft will not be setup nor will enrollment be completed.

All COBRA NSF drafts must be paid by the end of the month to avoid termination of coverage.

**Select One:**

Retirement Effective Date: \_\_\_\_\_ COBRA Effective Date: \_\_\_\_\_

Annuity Bank Name: \_\_\_\_\_

Bank Draft Routing #: \_\_\_\_\_

Account #: \_\_\_\_\_

<u>Type of Account</u>		<u>Date of Draft</u>				
Checking	Savings	5th	7th	15th	20th	28th <b>*Not available for COBRA</b>

This authorization shall remain in effect unless the Employee Benefits Division has received written notification from me (us) of its termination in such time and in such manner as to afford the Employee Benefits Division and Depository a reasonable opportunity to act on it.

Authorized Signer on Account: \_\_\_\_\_  
(Please print name clearly)

Authorized Signer Signature: \_\_\_\_\_  
(Authorized Signer) (Date)

Member ID #: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

**Per Arkansas Code Ann. §5-37-301, a \$25.00 Return Item Charge fee plus a \$2.00 service fee for bank drafts will be assessed per item returned not paid by the bank.**

\*\*\* Please enclose the first month's payment and MUST have original check or Money Order. No copies or deposit slips can NOT be used.\*\*\*

**MAIL OR FAX FORM AND ACCOMPANYING DOCUMENTS TO:**  
Department of Shared Administrative Services - Employee Benefits Division  
PO Box 15610, Little Rock, AR 72231-5610 - FAX: 501-682-1200