



ELECTRONIC DIRECT DEPOSIT (EDD)

SECTION I – Check only one.			
<input type="checkbox"/> New Retiree – Date of Retirement: _____ / <u> </u> / _____ <small style="margin-left: 100px;">month day year</small>		<input type="checkbox"/> Post-Retirement Change	
SECTION II – PENSION RECIPIENT – A home or cell phone number is required in order for the form to be accepted. NHRS will call you to confirm EDD post-retirement change requests submitted on this form.			
Name:		Email:	
Home Phone Number:	Cell Phone Number:	SSN # (Last Four):	
Mailing Address:			
SECTION III – BENEFIT TYPE – Specify the benefit type below. See second page for benefit descriptions. If you receive multiple benefit payments from NHRS and would like them deposited into separate accounts, you must submit a separate form for each benefit type. If you check “All benefits deposited into one primary account” complete only primary account information in section IV.			
<input type="checkbox"/> Pension Benefit	<input type="checkbox"/> Survivorship Benefit	<input type="checkbox"/> Automatic Spousal Benefit	<input type="checkbox"/> Additional Contributions
<input type="checkbox"/> All benefits deposited into one primary account			
SECTION IV – ACCOUNT INFORMATION – Benefit recipients may elect to have a portion of their payment deposited in up to two additional bank accounts. If you chose more than one account, please select either the dollar amount or percentage of the benefit you wish to have deposited in each additional account. The remainder of the benefit will be deposited in the primary account.			
PRIMARY ACCOUNT: <input type="checkbox"/> Checking Account OR <input type="checkbox"/> Savings Account			
Bank Name:		Routing Number:	
DEPOSIT NET AMOUNT OF PAYMENT		Account Number:	
ADDITIONAL ACCOUNT (1): <input type="checkbox"/> Checking Account OR <input type="checkbox"/> Savings Account			
Bank Name:		Routing Number:	
Choose one: <input type="checkbox"/> Amount: \$ <input type="checkbox"/> Percent: %		Account Number:	
ADDITIONAL ACCOUNT (2): <input type="checkbox"/> Checking Account OR <input type="checkbox"/> Savings Account			
Bank Name:		Routing Number:	
Choose one: <input type="checkbox"/> Amount: \$ <input type="checkbox"/> Percent: %		Account Number:	
SECTION V – CONDITIONS AND ACKNOWLEDGMENT (Signature required)			
TERMS AND CONDITIONS FOR ELECTRONIC DIRECT DEPOSIT			
<ul style="list-style-type: none"> New retiree EDD requests - If a complete and accurate EDD form is received by the 12th of the month, direct deposit will be effective for benefit payments issued at the end of that month. EDD post-retirement change requests - If a complete and accurate EDD form requesting a change to current EDD instructions is received <u>and confirmed</u> by the 12th of the month, direct deposit will be effective for benefit payments issued at the end of that month. A representative will reach out via telephone to confirm this change. Additional security questions may be required. NHRS reserves the right to reverse a direct deposit if an account has been overpaid in error. 			
I have read and agree to the Terms and Conditions identified above.			
Signature: _____		Date: _____	
FOR OFFICE USE ONLY			
Date Entered: _____		By: _____ Effective Date: _____	

The New Hampshire Retirement System (NHRS) is governed by New Hampshire RSA 100-A, rules, regulations, and Federal laws including the Internal Revenue Code. NHRS also implements policies adopted by the Board of Trustees. These laws, rules, regulations, and policies are subject to change. Even though the goal of NHRS is to provide information that is current, correct, and complete, NHRS does not make any representation or warranty as to the current applicability, accuracy, or completeness of any information provided. The information herein is intended to provide general information only, and should not be construed as a legal opinion or as legal advice. Members are encouraged to address specific questions, regarding NHRS, with an NHRS representative. In the event of any conflict between the information herein and the laws, rules, and regulations which govern NHRS, the laws, rules, and regulations shall prevail.

BENEFIT DESCRIPTIONS

Pension Benefit – A regular monthly allowance paid to a retiree.

Survivorship Benefit – Monthly allowance paid to eligible beneficiaries of a deceased member or retiree.

Automatic Spousal Benefit – A benefit automatically paid to a deceased Group II retiree’s eligible spouse equal to 50% of the member or retiree’s pension.

Additional Contributions – An additional monthly allowance which is paid through after-tax contributions submitted by the contributing member and/or by the contributing member’s NHRS-covered employer.

ELECTRONIC DIRECT DEPOSIT FREQUENTLY ASKED QUESTIONS

What is electronic direct deposit?

Electronic direct deposit is the electronic transfer of your retirement benefit(s) described above directly from NHRS into your bank, credit union, or other financial institution account each month. These funds are transferred without the use of a paper check. The retirement system highly recommends that retirees and beneficiaries utilize electronic direct deposit services.

What are the advantages of direct deposit?

Direct deposit is convenient. NHRS sends your retirement benefit directly into your account(s), there is no need for you to make a trip to your financial institution to deposit your NHRS check.

Direct deposit is safe. Because your retirement benefit is sent directly into your account, there is no chance of a lost or stolen check.

Direct deposit is dependable. Because NHRS transfers your retirement benefit electronically, there is no mailing delay. Your funds are immediately available to you on the day of the direct deposit.

When does NHRS make direct deposits?

NHRS makes direct deposits on the last business day of the month.

How long before direct deposit starts?

New retiree EDD requests - If a complete and accurate EDD form is received by the 12th of the month, direct deposit will be effective for benefit payments issued at the end of that month.

EDD post-retirement change requests - If a complete and accurate EDD form requesting a change to current EDD instructions is received and confirmed by the 12th of the month, direct deposit will be effective for benefit payments issued at the end of that month.

What happens if I change my bank or bank account number?

A new *Electronic Direct Deposit (EDD)* form will need to be filed with NHRS. EDD forms can be downloaded from the NHRS website at <https://www.nhrs.org/retirees/forms>. Changes can also be submitted using the online form on *My Account*.

What do I do if my bank merges with another bank or financial institution?

If your financial institution is merging, complete a new direct deposit form and return it to NHRS as soon as possible.

I live outside the U.S., can NHRS deposit funds into my non U.S. bank?

NHRS only has the ability to deposit funds to U.S. banks.

Do I receive a statement from NHRS notifying me of what my direct deposit is?

NHRS retirees can view their monthly check stubs (“advices”) through the retirement system’s online portal *My Account*.

To create an account or access an existing account, pension recipients may visit the NHRS homepage at <https://www.nhrs.org/> and click on *My Account*, or go directly to: <https://www.nhrs.org/my-account>