



Lay Employees' Retirement Plan Authorization Agreement for Electronic Funds Transfer

Personal Information <i>All sections to be completed in full unless otherwise indicated.</i>			
Full name		<i>First, middle, and last</i>	SSN <i>###-##-####</i>
Address		<i>Street address or PO box, city, state, and zip code</i>	Phone <i>(###) ###-####</i>
Email			
Emergency Contact			
Full name		<i>First, middle, and last</i>	Phone <i>(###) ###-####</i>
Bank or Financial Institution Information			
Please note: MCC is required to verify the information below with your bank or financial institution. If any information is incorrect, the electronic deposit of your check may be delayed. In that instance, a check will be mailed to your home address until your banking information has been correctly verified.			
Bank or financial institution name		Bank or financial institution phone <i>(###) ###-####</i>	
Routing number <i>#####</i>	Account number		Type of account: <input type="checkbox"/> Checking <input type="checkbox"/> Savings
<p>Note: If this is a checking account, please attach a voided check here.</p>			
Signature <i>You must sign and date this form for it to be valid.</i>			
<input type="checkbox"/> I hereby authorize Michigan Catholic Conference (MCC) to deposit my retirement benefit from the MCC Lay Employees' Retirement Plan (Plan) in the bank account identified above. I understand this will remain in effect until written notice of termination is given to MCC.			
<p>If any deposits are made to my account subsequent to my death to which I am not entitled under the terms of the Plan, I hereby authorize and direct the Bank on behalf of my estate, my heirs, and my beneficiaries to refund said deposits to the Plan and to charge the same to my account. I further authorize the Bank to accept a written determination from a representative of MCC that I was not entitled to any such deposits made to my account subsequent to my death.</p>			
Signature			Date <i>MM/DD/YYYY</i>

Completed forms need to be submitted to MCC prior to the first day of the month to be effective the first day of the following month. For example, forms submitted January 4 will have an effective date of March 1; forms submitted June 19 will have an effective date of August 1; and forms submitted December 29 will have an effective date of February 1 of the following year.

Please return completed form by fax to (517) 316-3690 or by mail to: Michigan Catholic Conference, Attention Benefits Department, 510 South Capitol Avenue, Lansing, Michigan 48933