

# Producer-Writers Guild of America Pension Plan

Terence L. Young, Chief Executive Officer

## ELECTRONIC FUNDS TRANSFER (“EFT”) AUTHORIZATION

SECTION 1 PAYEE INFORMATION		
FIRST NAME	LAST NAME	SSN
PARTICIPANT NAME, IF DIFFERENT THAN ABOVE		

Your monthly retirement benefit check can be electronically transferred to **your** account at your Bank or other Financial Institution. To initiate this process, please provide the information requested and then return this completed form to the address below, along with a voided check from your checking account or deposit slip from your savings account to be credited. **You may contact your Financial Institution or Bank for help completing Section 2.** If you return this form via fax, you must also mail the signed original to our office. If all information is not completed, we will not be able to process your request.

*Your EFT may take up to 60 days to process. Please note that your payment will be mailed to the address on record with the Plan until your EFT is effective.*

SECTION 2 FINANCIAL INSTITUTION/BANK INFORMATION							
NAME ON ACCOUNT	FINANCIAL INSTITUTION/BANK NAME						
TBA (ROUTING) NUMBER, ONE NUMBER PER BOX							
ACCOUNT NUMBER	ACCOUNT TYPE						
	Check one: <input type="checkbox"/> Checking <input type="checkbox"/> Savings						

SECTION 3 PAYEE ACKNOWLEDGEMENT	
As payment becomes due me under the Producer-Writers Guild of America Pension Plan, I authorize that payment be made by Electronic Transfer by the Plan, to the order of the above Financial Institution for credit to the account held in my name as specified above. I agree to periodically furnish evidence of my survival. I have authorized said Financial Institution to refund to the Producer-Writers Guild of America Pension Plan an amount equal to any payments which, after my death, have been credited to my account and if applicable, to charge my account accordingly.	
PAYEE SIGNATURE	DATE



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Visit us at [www.wgaplans.org](http://www.wgaplans.org).

## Producer-Writers Guild of America Pension Plan

### ***When will my EFT be effective?***

Your EFT may take up to 60 days to process. You will receive a check mailed to your address on record until your EFT is effective. Funds will be available on the first business day of each month. Please note that if the completed EFT request is received by the 14<sup>th</sup> of the month; your EFT will be effective on the 1<sup>st</sup> of the following month. If the completed EFT request is received after the 14<sup>th</sup> of the month; your EFT will be effective on the 1<sup>st</sup> of the second month.

### ***Why does it take so long for my EFT to start?***

There is a pre-noting period before your actual EFT will begin. During the pre-note period, transfer of \$0 is sent to your chosen account. This is done to ensure that your account will receive the future pension payments with no problems.

### ***Once I have EFT, when will my funds be available each month?***

Your funds will be available on the first business day of each month.

### ***Will I receive any notification that the funds have transferred?***

Yes. You will receive an Electronic Funds Deposit Advice around the first of each month.

### ***When would I need to fill out a new EFT form?***

You will need to fill out a new EFT form when you change your bank, your account number, or any other information about the account or Bank/Financial Institution. For your convenience, you may download the EFT Authorization Form from our website at [www.wgaplans.org](http://www.wgaplans.org). Your EFT may take up to 60 days to process. Please note that your payment will be mailed to the address on record with the Plan until your new EFT is effective.

### ***How do I cancel my EFT if I change my mind later on and want to receive a check?***

You will need to write a letter stating that you want to cancel your EFT, and would like to receive your payment as a check. For your convenience, you may fax your letter to the fax number on the bottom of this page. Don't forget to sign and date your letter. Please note that if the cancellation of EFT letter is received by the 14<sup>th</sup> of the month, it will be effective on the 1<sup>st</sup> of the following month. If the cancellation of EFT letter is received from the 15<sup>th</sup> of the month through the end of the month, it will be effective on the 1<sup>st</sup> of the second following month.