APERS
ARKANSAS PUBLIC EMPLOYEES
RETIREMENT SYSTEM

Set Up or Change Direct Deposit

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APERS makes benefit payments to members via direct deposit or electronic funds transfer (EFT). To receive payments from APERS, you must designate one or more bank accounts for APERS to transfer the funds to.

The member's portal (MSS) provides a wizard to walk you through the process of setting up or changing your banking information. You can use one account or have your payments split among multiple accounts. For each account, you will need the bank's **routing number** and your **account number.**

To access the wizard, from your **Home** screen click the **Change Deductions/EFT l**ink.

From the **Change Deductions/EFT** page, click the **Add/View EFT Info** button at the bottom.
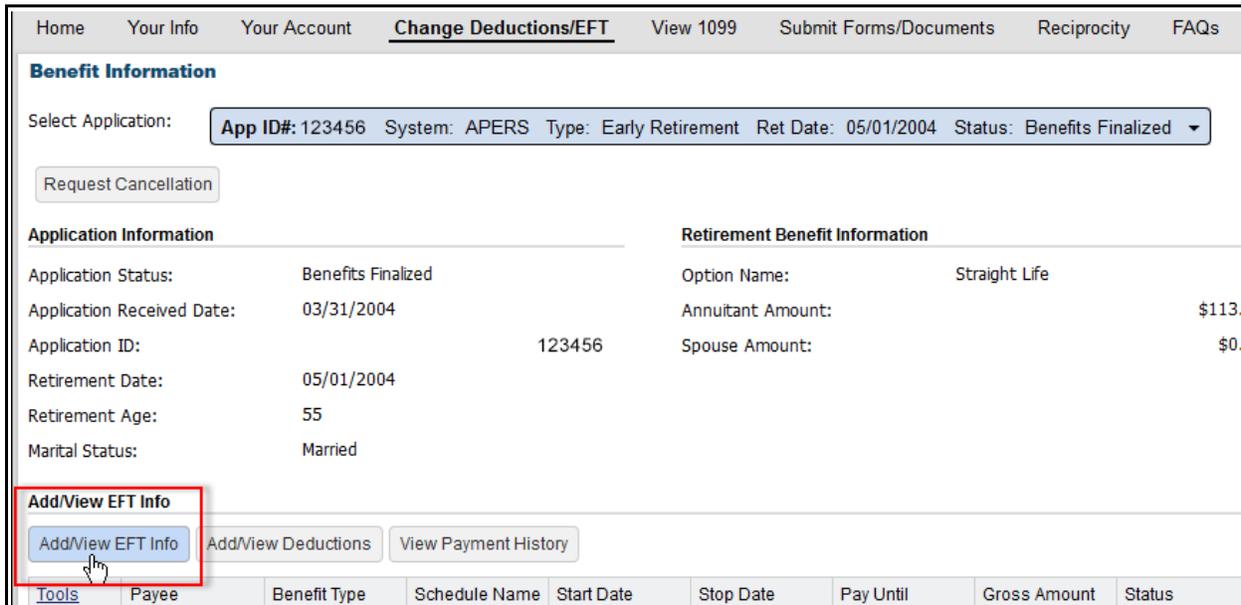
This will bring up the **EFT Header** pop-up window. Click the **Add EFT button**.

This will bring up the **Payment Method Wizard,** which will allow you to designate one or more bank accounts to receive your payments. For Part 1 **General Information** you will need to

- Enter the start date (the date you wish to begin receiving direct deposit).
- Enter a description (optional)
- Indicate whether you want to split payments among multiple bank accounts

If you do not wish to split the payment over more than one account, just leave the box blank. If you check the box, it will generate an additional question asking if you want to split the amount by percentage or by dollar amounts. Otherwise click on **Next** to continue.

For Part 2 **Payment Method Details**, you will need to provide your banking information.
- Enter your bank's routing number and click on the **Verify** button. If the routing number is valid, the **Bank Name** field will be automatically filled in.
- Add your account number and select the account type (checking or savings) from the pull down menu.
- Click **Next** to continue to Step 3. **Review and Confirm**.

For Step 3 **Review and Confirm**, you will review the information you entered. If there are any errors or you wish to make a change use the **Back** button to go to the previous screen. If everything is correct, click on the **Confirm** button to continue.

You will receive a confirmation that your information has been successfully saved.
Click on the **OK** button to close the message.

Message

EFTs Saved Successfully

OK
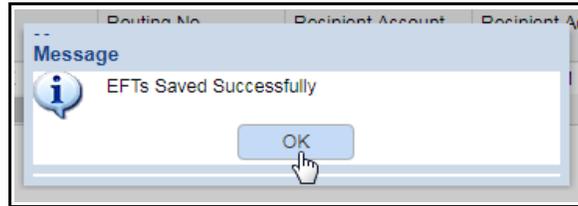
Click on the **Close** button to close the pop-up and return to the **Change Deductions/EFT** page

EFT Header

| Payee: | | Pension App ID: | 123456 | Pension Status: | **Benefits Finalized** |
| Application Type: | **Retirement** | Option Name: | **Straight Life** | Retirement Date: | 04/01/2018 |

Tools	Bank Name	Routing No	Recipient Account Type	Recipient Account No	EFT Approval Status
Update	BANK OZK	082907273	Checking	1234567	Pre-Note

To receive your payments via direct deposit: Add EFT

Close

That's it. You've directed all or part of your payments to the new bank account.