



MBOS Applications

A Step-By-Step Guide

How to Set Up and Change Your Direct Deposit

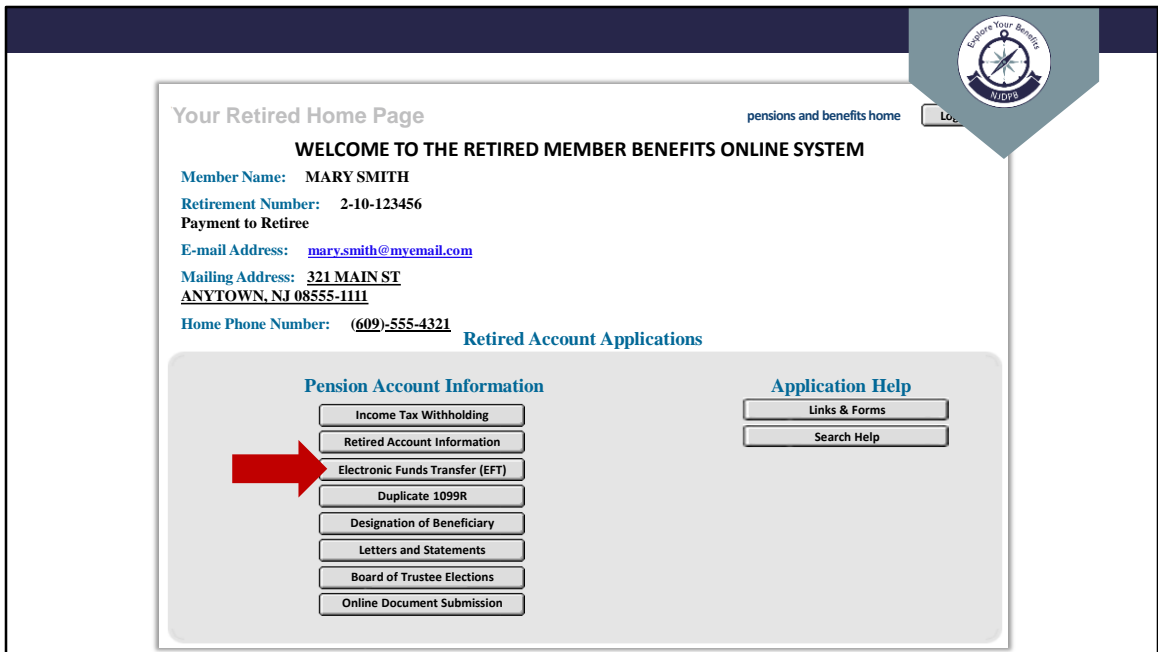
For Retired Members of PERS, TPAF, PFRS, SPRS, and Beneficiaries Receiving a Survivor Benefit

This step-by-step guide will assist retired members from Public Employees' Retirement System (PERS), Teachers' Pension and Annuity Fund (TPAF), Police and Firemen's Retirement System (PFRS), State Police Retirement System (SPRS), and beneficiaries who are receiving a survivor benefit with setting up and changing their direct deposit information.

Retired pension members can use the Member's Benefit Online System (MBOS) to update this information. Authorized users can register for an MBOS account here: <https://www.nj.gov/treasury/pensions/mbos-register.shtml>

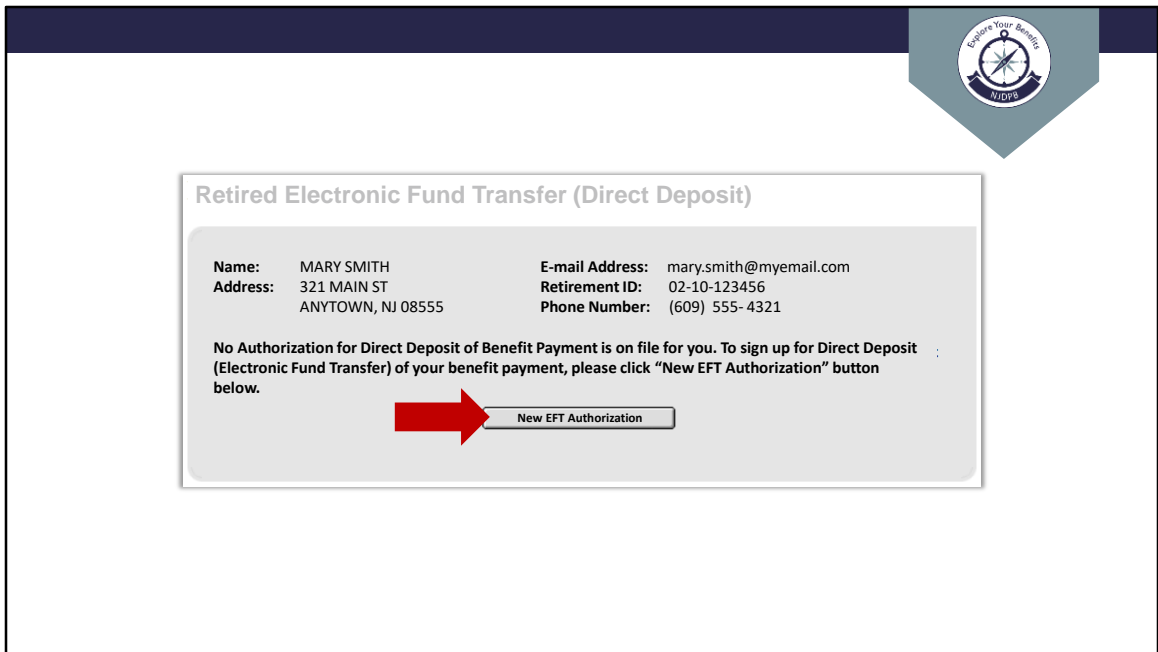
For assistance with the registration process, see the *Retired MBOS Registration* video in our video gallery: <https://www.nj.gov/treasury/pensions/videos.shtml>

Please note, if you have already registered for MBOS, you will not be able to register again. If you need assistance accessing your existing MBOS account, please see our MBOS Troubleshooting videos in our video gallery.



Once you have accessed your retired MBOS account, click the “Electronic Funds Transfer (EFT)” button to begin the application.


To exit the Electronic Funds Transfer application anytime before your final submission, click the “Home” button located at the top of your MBOS screen.



Retired Electronic Fund Transfer (Direct Deposit)

Name:	MARY SMITH	E-mail Address:	mary.smith@myemail.com
Address:	321 MAIN ST ANYTOWN, NJ 08555	Retirement ID:	02-10-123456
		Phone Number:	(609) 555-4321

No Authorization for Direct Deposit of Benefit Payment is on file for you. To sign up for Direct Deposit (Electronic Fund Transfer) of your benefit payment, please click "New EFT Authorization" button below.

 [New EFT Authorization](#)

If you are a new retiree and do not yet have direct deposit currently in effect, the page that opens will ask if you wish to begin a new EFT Authorization. Click the "New EFT Authorization" button to begin the process.



Member Name: MARY SMITH

Retirement Id: 02-10-123456

Please enter the Direct Deposit (Electronic Fund Transfer) information requested in the fields below.

*ACCOUNT TYPE:

*ACCOUNT NUMBER: ?

*CONFIRM ACCOUNT NUMBER: ?

*BANK ROUTING NUMBER: ?

*CONFIRM ROUTING NUMBER: ?

Your bank's routing number is the nine digits in length. For help, click on the ?

*YOUR PHONE NUMBER:

A page will open with fields for you to provide your bank information.



Member Name: MARY SMITH

Retirement Id: 02-10-123456

Please enter the Direct Deposit (Electronic Fund Transfer) information requested in the fields below.

*ACCOUNT TYPE:

Account Type
Account Type
Checking
Savings

*ACCOUNT NUMBER:

?

*CONFIRM ACCOUNT NUMBER:

?

*BANK ROUTING NUMBER:

Bank Routing Number ?

*CONFIRM ROUTING NUMBER:

Confirm Routing Numb ?

Your bank's routing number is the nine digits in length. For help, click on the ?

*YOUR PHONE NUMBER:

Continue

Select the account type from the drop down.



Member Name: MARY SMITH

Retirement Id: 02-10-123456

Please enter the Direct Deposit (Electronic Fund Transfer) information requested in the fields below.

*ACCOUNT TYPE: Account Type

*ACCOUNT NUMBER: Account Number ?

*CONFIRM ACCOUNT NUMBER: Confirm Account Num ?

*BANK ROUTING NUMBER: Bank Routing Number ?

*CONFIRM ROUTING NUMBER: Confirm Routing Num ?

Your bank's routing number is the nine digits in length. For help, click on the ?

*YOUR PHONE NUMBER:

Continue

Then, you will enter your bank account number in the appropriate field and then reenter it in the field below to confirm your account number.



Member Name: MARY SMITH Retirement Id: 02-10-123456

Please enter the Direct Deposit (Electronic Fund Transfer) information requested in the fields below.

*ACCOUNT TYPE: Account Type

*ACCOUNT NUMBER: Account Number ?

*CONFIRM ACCOUNT NUMBER: Confirm Account Numb ?

*BANK ROUTING NUMBER: Bank Routing Number ?

*CONFIRM ROUTING NUMBER: Confirm Routing Numb ?

Your bank's routing number is the nine digits in length. For help, click on the ?

*YOUR PHONE NUMBER:

Continue

Next enter your bank's nine-digit routing number in each field indicated.

Member Name: MARY SMITH Retirement Id: 02-10-123456

Please enter the Direct Deposit (Electronic Fund Transfer) information requested in the fields below.

*ACCOUNT TYPE: Account Type

*ACCOUNT NUMBER: Account Number ?

*CONFIRM ACCOUNT NUMBER: Confirm Account Numb ?

*BANK ROUTING NUMBER: Bank Routing Number ?

*CONFIRM ROUTING NUMBER: Confirm Routing Numb ?

Your bank's routing number is the nine digits in length. For help, click on the ?

*YOUR PHONE NUMBER: [Red Box]

Continue

Lastly, enter your phone number.

Check that the requested information is correct and click the "Continue" button.

Member Name: MARY SMITH **Retirement Id:** 02-10-123456

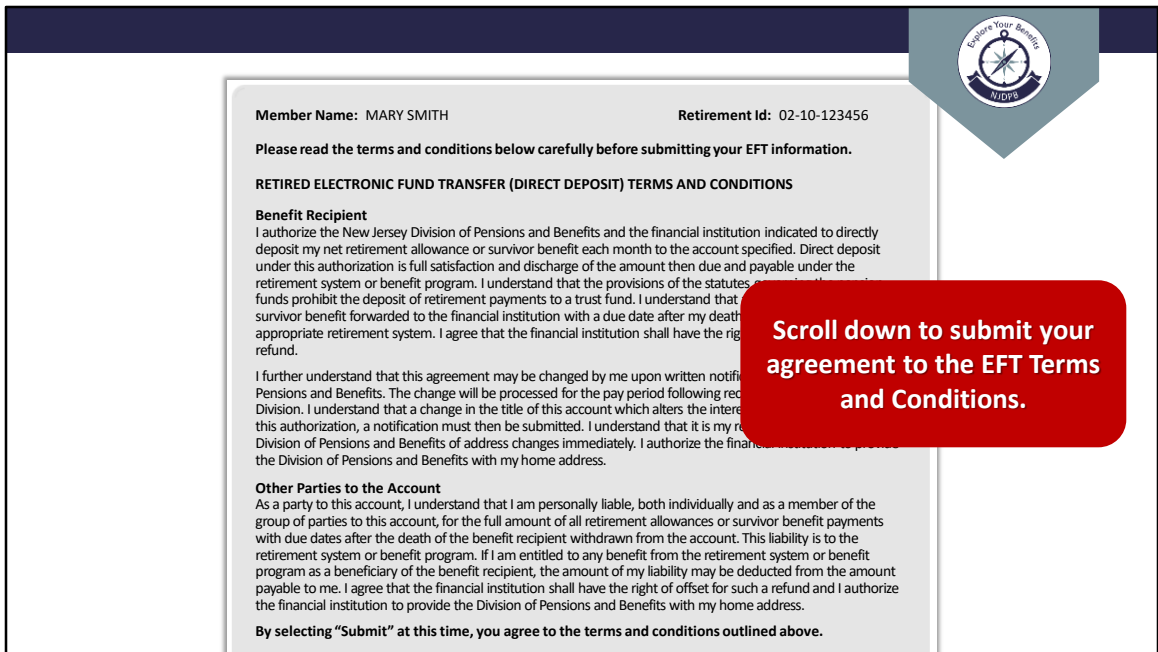
The Direct Deposit (Electronic Fund Transfer) information you have provided is listed below.

If this information is correct, click the Continue button and this change will take effect with the payment date of 10/01/2021. Otherwise, use the Back button to make changes.

NAME OF FINANCIAL INSTITUTION:	TOWNHALL SAVINGS & LOAN
ACCOUNT TYPE:	Checking
BANK ACCOUNT NUMBER:	0123456789
BANK ROUTING NUMBER:	876543210
YOUR PHONE NUMBER:	609-555-1234

To make any corrections, click the "Back" button.

Otherwise, click the "Continue" button to proceed with your EFT request.



The screenshot shows a web form for setting up Electronic Funds Transfer (EFT). At the top right, there is a logo for "Explore Your Benefits" with "NJDPB" below it. The form contains the following text:

Member Name: MARY SMITH **Retirement Id:** 02-10-123456

Please read the terms and conditions below carefully before submitting your EFT information.

RETIRED ELECTRONIC FUND TRANSFER (DIRECT DEPOSIT) TERMS AND CONDITIONS

Benefit Recipient
I authorize the New Jersey Division of Pensions and Benefits and the financial institution indicated to directly deposit my net retirement allowance or survivor benefit each month to the account specified. Direct deposit under this authorization is full satisfaction and discharge of the amount then due and payable under the retirement system or benefit program. I understand that the provisions of the statutes... funds prohibit the deposit of retirement payments to a trust fund. I understand that... survivor benefit forwarded to the financial institution with a due date after my death... appropriate retirement system. I agree that the financial institution shall have the right to... refund.

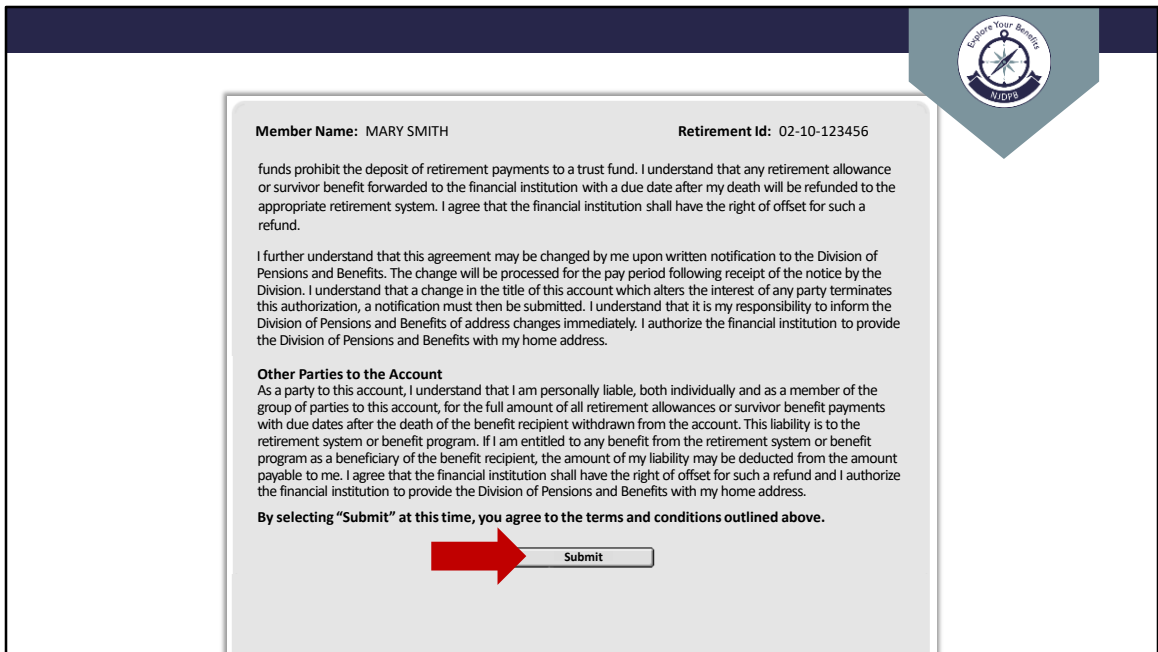
I further understand that this agreement may be changed by me upon written notification to the Division of Pensions and Benefits. The change will be processed for the pay period following receipt by the Division. I understand that a change in the title of this account which alters the interest in this authorization, a notification must then be submitted. I understand that it is my responsibility to notify the Division of Pensions and Benefits of address changes immediately. I authorize the financial institution to provide the Division of Pensions and Benefits with my home address.

Other Parties to the Account
As a party to this account, I understand that I am personally liable, both individually and as a member of the group of parties to this account, for the full amount of all retirement allowances or survivor benefit payments with due dates after the death of the benefit recipient withdrawn from the account. This liability is to the retirement system or benefit program. If I am entitled to any benefit from the retirement system or benefit program as a beneficiary of the benefit recipient, the amount of my liability may be deducted from the amount payable to me. I agree that the financial institution shall have the right of offset for such a refund and I authorize the financial institution to provide the Division of Pensions and Benefits with my home address.

By selecting "Submit" at this time, you agree to the terms and conditions outlined above.

A red callout box on the right side of the form contains the text: "Scroll down to submit your agreement to the EFT Terms and Conditions."

Before you can submit your EFT information, you must carefully read through the Direct Deposit Terms and Conditions page.




Member Name: MARY SMITH **Retirement Id:** 02-10-123456

funds prohibit the deposit of retirement payments to a trust fund. I understand that any retirement allowance or survivor benefit forwarded to the financial institution with a due date after my death will be refunded to the appropriate retirement system. I agree that the financial institution shall have the right of offset for such a refund.

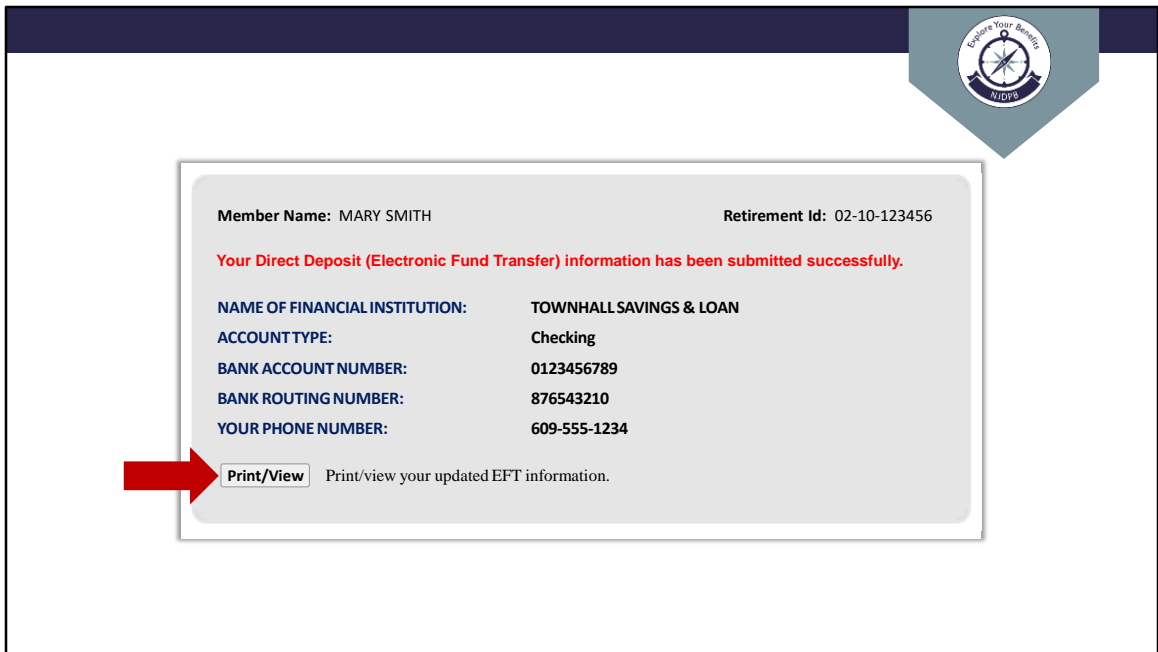
I further understand that this agreement may be changed by me upon written notification to the Division of Pensions and Benefits. The change will be processed for the pay period following receipt of the notice by the Division. I understand that a change in the title of this account which alters the interest of any party terminates this authorization, a notification must then be submitted. I understand that it is my responsibility to inform the Division of Pensions and Benefits of address changes immediately. I authorize the financial institution to provide the Division of Pensions and Benefits with my home address.

Other Parties to the Account
As a party to this account, I understand that I am personally liable, both individually and as a member of the group of parties to this account, for the full amount of all retirement allowances or survivor benefit payments with due dates after the death of the benefit recipient withdrawn from the account. This liability is to the retirement system or benefit program. If I am entitled to any benefit from the retirement system or benefit program as a beneficiary of the benefit recipient, the amount of my liability may be deducted from the amount payable to me. I agree that the financial institution shall have the right of offset for such a refund and I authorize the financial institution to provide the Division of Pensions and Benefits with my home address.

By selecting "Submit" at this time, you agree to the terms and conditions outlined above.



When you are ready, click the "Submit" button at the bottom of the page to complete the processing of your EFT request.



A confirmation page will appear indicating that your direct deposit information has been submitted successfully.

Click the "Print/View" button to keep a copy of this request for your records.

Your Retired Home Page pensions and benefits home

WELCOME TO THE RETIRED MEMBER BENEFITS ONLINE SYSTEM

Member Name: MARY SMITH
Retirement Number: 2-10-123456
Payment to Retiree
E-mail Address: marv.smith@mvemail.com
Mailing Address: 321 MAIN ST
ANYTOWN, NJ 08555-1111
Home Phone Number: (609)-555-4321

Retired Account Applications


Pension Account Information

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Application Help

-
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To view the direct deposit information on file with the NJDPB or to make a change to it, click the "Electronic Funds Transfer (EFT)" button on your Retired MBOS Home Page.



Retired Electronic Fund Transfer (Direct Deposit)

Name:	MARY SMITH	E-mail Address:	mary.smith@myemail.com
Address:	321 MAIN ST ANYTOWN, NJ 08555	Retirement ID:	02-10-123456
		Phone Number:	(609) 555- 4321

Your current Direct Deposit (Electronic Fund Transfer) information is shown below.

NAME OF FINANCIAL INSTITUTION:	TOWNHALL SAVINGS & LOAN
EFFECTIVE DATE:	12/27/2019
ACCOUNT TYPE:	Checking

Update Electronic Fund Transfer information
(Change bank account type, bank account number, and/or bank routing number).

The information currently on file will appear.

Click the “Update” button to change your banking information. Follow the steps previously outlined in this guide to submit a new request.



Phone: (609) 292-7524

Email: *pensions.nj@treas.nj.gov*

Mail: P.O. Box 295
Trenton, NJ 08625-0295

For more information about electronic funds transfer (EFT), see the *Retirement Check Information* fact sheet available on our website at www.nj.gov/treasury/pensions

If you have any questions regarding electronic funds transfer (direct deposit), you can reach out to the Division of Pensions & Benefits by telephone, email, or postal mail. For additional information about this topic, see the *Retirement Check Information* fact sheet available on our website at www.nj.gov/treasury/pensions