



SANTA MONICA - MALIBU UNIFIED SCHOOL DISTRICT

MEDICAL REIMBURSEMENT INFORMATION

Dear Retiree:

Santa Monica-Malibu Unified School District is pleased to offer Electronic Funds Transfer (EFT) to our retirees who wish to use this feature. This will ensure timely and direct (deposit) credit to your bank account without a wait period for funds availability.

Enclosed please find the Electronic Funds Transfer Payment Enrollment Form. The form complies with the Privacy Act of 1974 and the information provided will be used solely to transmit payment data by electronic file transfer to your financial institution.

In anticipation of your participation, please complete the following:

1. Complete sections 1 and 2 of the attached enrollment form.
2. Return completed form via email to our Purchasing Department email address at vendors@smmusd.org and copy me gcruz@smmusd.org in Fiscal Services.
3. Complete section 3 by attaching a voided check.

Please allow one week for the direct deposit set-up process to be completed.

If you prefer to mail the form to our District Office you may do so to the attention of:

**Santa Monica-Malibu Unified School District
Tess Cerdon
Fiscal Services
1651 16h Street
Santa Monica, CA 90404**

Should you have any questions or need further assistance, please contact Tess Cerdon at 310-450-8338 extension 70251.

Thank you,

A handwritten signature in blue ink, appearing to read "Gerardo Cruz".

Gerardo Cruz, MPA
Director of Fiscal & Business Services