

Instructions for completing form Z894: Updating the ACB Bank Particulars for a beneficiary of a benefit payable by the GEPF

1. The beneficiary of any pension benefit must ensure that GEPF has their latest banking particulars. The beneficiary can be a member, pensioner, Estate Late, dependant or nominee.
2. Both the beneficiary and the bank official must complete this form. All the required fields must be completed to avoid unnecessary delays in processing the transaction.
3. If the banking details change after submission of the main application form or at any other stage, a new Z894 form must be completed.
4. Payments are only made electronically to cheque, transmissions and savings accounts of beneficiaries.
5. There are no facilities on the systems for payments to Home Loan and Credit Card Accounts.
6. Payments are only made to the beneficiary and not to any other third parties such as a spouse, parent, child or friend.
7. Any amounts payable in respect of a deceased person must clearly state that the account is an ESTATE LATE account.
8. The following Pension Fund Names are valid:
 - Government Employees Pension Fund (GEPF) (Code 96)
 - Temporary Employees Pension Fund (TEPF) (Code 04)
 - Associated Institutions Pension Fund (AIPF) (Code 06)
9. After completing the form, the original form must be delivered or posted to the GEPF with the required attachments. Refer to the checklist for attachments required for the Z894 form. No faxed copies will be accepted by GEPF.