



# Circular Letter

California Public Employees' Retirement System  
P.O. Box 942703  
Sacramento, CA 94229-2703  
**888 CalPERS** (or **888-225-7377**)  
Telecommunication Device for the Deaf  
No Voice (916) 795-3240

Date: **March 5, 1997**

Reference No:

Circular Letter No: **100-166**  
Distribution: "VI" and "XII"

Special:

**TO: COUNTY SUPERINTENDENT OF SCHOOLS/PUBLIC AGENCIES**

**SUBJECT: ELECTRONIC PAYMENT OF RETIREMENT CONTRIBUTIONS AND HEALTH PREMIUMS**

Electronic Funds Transfer (EFT) is now available to California Public Employees' Retirement System (CalPERS) employers for the payment of retirement contributions and health insurance premiums. A telephone activated Automated Clearing House (ACH) debit method of payment has been developed by CalPERS for your convenience. With EFT payments, you may expect to benefit from a reduction of manual paper processing, check processing, reconciliation, postage, and your payment receipt date is assured. There is no cost to the employer for this service.

The ACH debit method of funds transfer allows you to authorize CalPERS, via touch tone or voice telephone, to electronically debit a bank account you control, for the amount you report to the CalPERS' Data Collector. CalPERS does not have access to your bank account without your authorization for each payment. When you call the CalPERS' EFT telephone number, a prerecorded script (touch tone) or an operator (voice) will guide you through the process. You will be requested to identify the employer you represent, the purpose of your payment, and the amount you wish to transfer. Funds can only be transferred to CalPERS for the specific purpose and dollar amounts you request.

For employers to utilize the CalPERS' EFT service, an *Electronic Funds Transfer Authorization Agreement* (attached) must be submitted and approved. A prenotification test of your bank routing and account instructions will be conducted for zero dollars. Once your account has been established with the CalPERS' Data Collector and a prenotification test is successfully conducted, you will be provided with complete instructions for using the service and an access security code.

The CalPERS' EFT service is available only for the payment of regular retirement contributions and health premiums. Other types of payments to CalPERS must be by check. The EFT payment service does not replace the requirement to submit detailed wage or health premium information in the form currently required by CalPERS.

**To Enroll -**

Complete the attached *Electronic Funds Transfer Authorization Agreement*, include a voided check, and send to:

California Public Employees' Retirement System  
Fiscal Services Division-Cashier Unit  
Attn: Darrel Veitenhans  
P.O. Box 942703  
Sacramento, CA 94229-2703

You may obtain additional information or assistance concerning CalPERS' EFT by contacting Darrell Veitenhans (916) 795-7768.

Kenneth W. Marzion, Chief  
Actuarial & Employer Services Division

Attachment