



# Financial Circular Letter

California Public Employees' Retirement System  
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Distribution: IV, V, VI, X, XII, XVI

**To: All CalPERS Employers**

**Subject: Final Notice of Mandate of Health Electronic Fund Payments**

**Purpose** The purpose of this Circular Letter is to provide final notice of the deadline for contracting agencies to submit health contributions electronically. Contracting agencies were notified of the change in Circular Letters [200-044-17](#) and [200-057-17](#) which will become effective for payments received after January 1, 2018. The two methods for submitting electronic funds transfers (EFTs) are the Automated Clearing House (ACH) credit method and the debit method.

**EFT Debit Method** This service is offered for no additional charge online through my|CalPERS. Your funds are transferred by authorizing CalPERS to debit your bank account on the date and for the amount you specify. Payments can be scheduled up to 30 days in advance and can be cancelled up to the date prior to settlement.

**ACH Credit Payments** This option allows you to instruct your bank to debit your account and credit the state's bank account. Payments for one or more receivables will automatically be processed into our system by providing the my|CalPERS ID number\* account receivable ID number\*\$\$\$ to be applied separated by an asterisk (\*) in the addendum record field or similar information field of the payment instruction for each payment being remitted. For example, if your agency reports payments on behalf of several other agencies, you will be able to remit just one payment by providing the individual payment detail in the addendum record field.

Note: If you are submitting an ACH credit payment for the first time, please email your payment information to [FCSD\\_Cashiers@CalPERS.CA.GOV](mailto:FCSD_Cashiers@CalPERS.CA.GOV) prior to your payment settlement to

ensure timely processing. Please note your bank may charge a set-up and transaction fee for which you are responsible to pay.

**Additional  
Resources**

More information regarding how to set up either method of payment is available in the [Setting Up EFT Accounts & Making Payments](#) process guide on our website. If you have any questions, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

Kristin Montgomery  
Controller  
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