

P.O. Box 942709 Sacramento, CA 94229-2709 888 CalPERS (or 888-225-7377) Telecommunications Device for the Deaf No Voice (916) 795-3240 www.calpers.ca.gov Date: Reference No.: March 10, 2003

Circular Letter No.: 20 Distribution: IV

200-088-03 IV, XII, XIII, XVI

Special:

Circular Letter

TO: All Contracting Employers

SUBJECT: NEW ONLINE ELECTRONIC PAYMENT SERVICE FOR EMPLOYERS

Making your CalPERS retirement contribution and health plan premium payments just got easier! CalPERS now offers two Electronic Payment Service options – online (by secure web site) and by phone with the Interactive Voice Response System (IVR). The Electronic Payment Service, which is available at no cost, lets you make real time payment transfers directly from your agency's bank account to the CalPERS' bank account.

You can review more details on this new service, download a registration form to sign up for electronic payments, and log in to the service through our CaIPERS' On-Line Employer Information area. These services are available at no cost.

The Online Payment Service is a secure web solution that offers real time access and tracking of payment transactions, and provides security, accuracy, and convenience. All payment information is encrypted and can be reviewed, changed, or even cancelled any time before settlement. It can be accessed at any time and from any location, offering more flexibility and control, and the exact payment date and time can be scheduled in advance. The IVR can be accessed through any touch tone phone and is easy to navigate with voice prompts to move you through the service.

Other advantages include a simple registration process (only one form to complete and send in), time and cost savings (no postage costs for mailing in checks and no more worries about lost or stolen checks), and productivity improvement (a payment history is available that can also be printed and used for reconciliation and accounting reports).

If you are using Automated Communications Exchange System (ACES) to transmit your payroll file and then use our Electronic Payment Service, you'll still need to FAX or mail us your summary report. If you are not using ACES, you can still use the online or IVR services; just remember, you'll still need to mail us your payroll file on tape or diskette and your summary report to meet all the requirements for complete reporting.

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If you'd like to know more about CalPERS' Electronic Payment Services and the new online payment service, check out the CalPERS' On-Line web site, or call **888 CalPERS** (or **888**-225-7377).

If you are ready to sign up for these services, please complete the enclosed registration form and return it to CalPERS with a voided account check. CalPERS will test your bank routing numbers with a zero dollar transaction. Once that test is complete, your registration is complete and you're ready to make electronic payments. We'll send you a confirmation letter along with detailed instructions for using both the online and IVR systems. The first time you access the service, you'll be asked to change the generic four-digit security code (PIN) to a numeric code of your choice. The same PIN can be used for both the phone and web payment options.

Kenneth W. Marzion, Chief Actuarial and Employer Services Division

Attachment

Departmental Use Only

Receipt Date

Registration Date

CalPERS

FISCAL SERVICES DIVISION -ELECTRONIC FUND TRANSFER (EFT) AUTHORIZATION AGREEMENT

Please check all appropriate boxes:

New EFT Participant

Will pay retirement contributions via EFT

Will pay health premiums via EFT

Change Bank Account

Change Contact Name and/or Telephone Number

SECTION I: PUBLIC AGENCY INFORMATION

INSTRUCTIONS:

- The CalPERS Employer code is the same identification code reported to CalPERS on the Summary of Retirement Contributions Report (PERS AESD-626) or the Health Benefits Public Agency Billing System, Monthly Billing Invoice (HBP020-05).
- If you pay the retirement contributions or health premiums for more than one employer, a separate Electronic Fund Transfer Authorization Agreement form must be submitted for each employer.
- Please provide the name and phone number of an EFT contact person that is able to answer payment questions.
- Call (916) 795-7768 for assistance.

Public Agency Name	Phone Number	
	()	
Mailing Address (Number, Street, Box Number)		
Mailing Address (City, State, Zip)		
EFT Contact Person	Phone Number	
	()	

SECTION II: BANK INFORMATION

INSTRUCTIONS:

You may return your completed form by mail or via fax. **Please send us a voided check** with your completed Enrollment Authorization Form or a copy of a blank check marked void if you use a fax. Your check will provide verification of your bank account and routing transit numbers.

Upon the transmission of transaction information and verification by Accountholder, California Public Employees' Retirement System is hereby authorized to initiate debit entries for such transaction to the bank account identified below and the bank is authorized to debit such account. This authorization is to remain in full force until either party to this agreement terminates it by providing the other party with 30 days written notice.

Bank name				
Bank Address				
Bank Account Number	Routing Transit Number			
Type of account Checking Savings Other (Explain)				
Signature	Title	Date		

Use the **sample check** below to locate the bank account and routing transit numbers.

ABC Business 1234 Park Avenue Anytown, CA	1044	1. Routing Transit Number (requires 9 digits)
Pay to the order of	\$XXXX Dollars	2. Bank Account Number
Anywhere Bank U.S.A. Memo	Not Negotiable	 ank Account Number (not to exceed 17 digits) Check Number
I:133404567 I:1234561304 III 1044		
1 2 3		

When you have returned your completed authorization form and voided check we will go through a setup and testing process. After verifying a successful setup you will receive a confirmation letter. Simple instructions for use of the electronic funds transfer system will also be included.

Call (916) 795-7768 for assistance.

California Public Employees' Retirement System Return to: Fiscal Services Division-Cashier Unit Attn: Darrel Veitenhans P.O. Box 942703 400 P Street Sacramento, CA 94229-2703

Or return by **fax** to: fax number (916) 795-7901