



California Public Employees' Retirement System
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Financial

Circular Letter

March 24, 2020

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Distribution: IV, V, VI, X, XII, XVI

To: All CalPERS Contracted Employers (State, Public Agencies, and Schools)
Subject: Employer Payments During COVID-19 Closures

The purpose of this Circular Letter is to remind employers to submit payments to CalPERS electronically to ensure timely processing of payments. During the Sacramento County COVID-19 order we ask for employers to submit payments electronically to reduce the workforce needed to process manual check payments. Contracting agencies have two methods of electronic fund payments available:

Electronic Funds Transfer (EFT) Debit Method- This free service is offered online through myCalPERS. Your funds are transferred electronically and authorize CalPERS to debit your bank account on the date and amount you specify. Payments can be scheduled up to 30 days in advance and can be canceled up to the date prior to settlement.

Automated Clearing House (ACH) Method- This option allows you to instruct your bank to debit your account and credit the state treasury using CalPERS' credit file specifications. Your bank may charge a set-up and transaction fee for this service that you are responsible to pay.

Employers may continue to remit payments by check. We will also continue to accept wire payments for California Employers' Retiree Benefit Trust (CERBT) and California Employers' Pension Prefunding Trust (CEPPT) programs. More information regarding how to set up EFT and ACH methods of payment is available in the [myCalPERS Electronic Funds Transfer Student Guide \(PDF\)](#) on our website.

Questions

If you have any questions or concerns, contact the CalPERS Customer Contact Center at **888-CalPERS** (or **888-225-7377**).

Michele Nix, Chief
Controller