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Telecommunications Device for the Deaf No Voice (916) 795-3240
www.calpers.ca.gov

Date: March 10, 2003

Reference No.:

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Distribution: 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 CalPERS' 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.

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

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

Please check <u>all appropriate boxes</u> : 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 or Retirement Contributions Report (PERS AESD-626) or the Monthly Billing Invoice (HBP020-05). If you pay the retirement contributions or health premiums for Electronic Fund Transfer Authorization Agreement form must Please provide the name and phone number of an EFT contributions. Call (916) 795-7768 for assistance. 	Health Benefits Public Agency Billing System or more than one employer, a separate to be submitted for each employer.
	CalPERS EMPLOYER CODE
Public Agency Name	Phone Number
	(
Mailing Address (Number, Street, Box Number)	
Mailing Address (City, State, Zip)	
EFT Contact Person	Phone Number

SECTIO	ON II: BANK INF	FORMAT	ION				
NSTRU	JCTIONS:						
	You may return Enrollment Auth verification of you	your cor norizatior our bank	npleted for Form or a account a	rm by mail or v a copy of a bla nd routing tran	ria fax. Pleas enk check marlesit numbers.	e send us a voide ked void if you use	d check with your completed a fax. Your check will provide
Upor Retir belov to thi	n the transmission tement System in wand the bank is agreement ter	on of tran s hereby s authori minates	saction inf authorized zed to deb it by provid	formation and the street of th	verification by bit entries for s nt. This autho party with 30 c	Accountholder, Ca such transaction to rization is to remain days written notice.	lifornia Public Employees' the bank account identified n in full force until either party
Bank na	ame						
Bank Ad	ddress						
Bank Account Number Ro			Routing Transit Number				
Type of	account Checkin	g S	Savings	Other (Exp	olain)		
Signatu	re				Title		Date
	Use th	e sampl	e check be	elow to locate	the bank acco	ount and routing tra	nsit numbers.
ABC Business 1234 Park Avenue Anytown, CA			1044	Routing Transit Number (requires 9 digits)			
Pay to order	o the of				_\$ XXXX		•
			Dollars	Bank Account Number (not to exceed 17 digits)			
Anywhere Bank U.S.A. Memo Not Negotiab		3. Check Number					
I:1334	04567 I:12345	61304	III 1044				
1	2		1 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.							
	Return to: California Public Employees' Retirement System 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**