Special note to employers who report via ECS or who are considering signing up for ECS:

The Employer Contribution System (ECS) soon will include an integrated paperless payment function that will eliminate the need for the Employer Payment Remittance Advice form.

In early 2009, ECS will be streamlined so that when you schedule a payment, the allocation instructions will be created automatically—without any extra work on your part.

- If you’re considering a conversion to ECS, this would be the time to incorporate a one-step change to include electronic reporting and electronic payment.
- If you’re already an ECS user, this would be an ideal time to begin using the paperless payment function.

It’s important to know that paperless payments via ECS gives employers complete control over timing and amount of electronic debit. To activate, you simply need to contact your Employer Outreach representative who can walk you through the process or to schedule a one-on-one training at your convenience.

Additional resources are available to you

- Your Employer Manual has detailed information on how to complete the Employer Payment Remittance Advice form.
- Your customer service representative is available to work with you on this form OR to sign up for ECS and start receiving the paperless payment advantages.
- As always, after you review this information, contact your Employer Outreach representative with questions or comments at 1-888-400-0965 or visit the Internet at employeroutreach@opers.org.

Inside
Jobaid for Employer Payment Remittance Advice form
On Back
Why this is important
Additional resources

Revised Employer Payment Remittance Advice

Target audience
Those responsible for remitting payments to OPERS.

Situation overview
The Employer Payment Remittance Advice has been revised. This revision is a result of employer input via surveys and focus groups. You’ll find the new Employer Payment Remittance Advice has been designed to improve compliance and accuracy—so the risk of inaccurate allocation on your account due to lack of instruction will be reduced.

The Employer Payment Remittance Advice is very important. This is the only way OPERS is notified of your exact instructions about how your monthly payment should be allocated on your account.

The revised Employer Payment Remittance Advice is available now. You’ll find a sample form inside this document as well as information about what’s changed.

NOTE: Early next year, ECS will be enhanced so that you will be able to submit your Employer Payment Remittance Advice electronically.

Action requested
- Review the information here carefully to ensure you know how to fill out this form.
- Discard old versions and begin using this form immediately.

This form is available for download on the OPERS Web site at www.opers.org. Click on the Employer Section; then, select Forms.

Why this is important
Providing payment allocation instructions is critical because it gives employers exact control over what liabilities are paid by each payment submission. Without this information, OPERS has to make certain assumptions regarding allocations, which may or may not be how you want your payment applied. (Imagine having your mortgage, credit card, and savings account with one bank but you only send in one check every month—the bank would have to assume how much you want allocated to each account. Without your exact instructions, the bank would have to determine what amounts go where.)
In general:

a. This form has been turned to a landscape view for ease of use.

b. You can access the form via the Employer forms section on the Web site at www.opers.org.

Use this form to pay employee and employer retirement contributions.

New section showing credit amount. A credit amount can only be used to reduce an employer retirement contribution or employer liabilities.

Section 2 – Employee and Employer Retirement Contributions

<table>
<thead>
<tr>
<th>Employer Code</th>
<th>Report Period End Date</th>
<th>Employee Contribution</th>
<th>Employer Contribution</th>
<th>Total Contribution Amount</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Section 3 – Service Purchase Payroll Deductions

(Payroll deductions only, direct bill payments are listed in Section 4.)

<table>
<thead>
<tr>
<th>Employer Code</th>
<th>Report Period End Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td></td>
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</tbody>
</table>

Section 4 – Other Employer Liabilities

Provide this section to pay employer charges which you have received an OPERS billing. Examples include: penalties and interest; Early Retirement Incentive (ERI) statements; or employee-specific billings such as interrupted military service purchase billings, delinquent contributions employer billings, elected official service purchase billings, or overpayment to pension billings.

<table>
<thead>
<tr>
<th>Type of Charge</th>
<th>Social Security Number</th>
<th>Employer Code</th>
<th>Report Period End Date</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Penalties/Interest</td>
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<tr>
<td>ERI</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
<tr>
<td>Employee Billing</td>
<td></td>
<td></td>
<td></td>
<td>$</td>
</tr>
</tbody>
</table>

Section 5 – Employer Credit

If you have a credit on your employer account, please list the amount of the credit you would like to apply against the employer contribution or employer liabilities.

<table>
<thead>
<tr>
<th>Credit Amount:</th>
<th>on employer code(s):</th>
<th>Apply Credit to Employer Code:</th>
</tr>
</thead>
</table>

Questions on using this form? Contact us at 1-888-400-0965, or employeroutreach@opers.org. Streamline this process by paying electronically via ECS (the electronic Employer Contribution System). Ask us how.

(E-3 Revised 12/08)