

**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 via the Internet at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

*This document is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.*

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**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](http://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.)



# Sample Employer Payment Remittance Advice

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](http://www.opers.org).



**Ohio Public Employees Retirement System**  
277 East Town Street, Columbus, Ohio 43215-4642, 1-888-400-0965, [www.opers.org](http://www.opers.org)

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## Employer Payment Remittance Advice

Use this form to indicate to OPERS how you wish to distribute your check. You may send in multiple checks with this form; the total of your check(s) in Section 1 will be applied until the charges you list are satisfied. If you have more entries than space permits, attach an additional *Employer Payment Remittance Advice* form noting check number and indicate the total number of pages in the top right portion of the form.

*Note:* The total of all individual amounts indicated must equal the Total Check(s) in Section 1.

### Section 1 – Employer Information

Employer Name \_\_\_\_\_ Main Employer Code  -   
 Check Number(s) \_\_\_\_\_ Total of Check(s) or Wire Amount \$  .

### Section 2 – Employee and Employer Retirement Contributions

Employer Code	Report Period End Date	Employee Contribution	Employer Contribution	Total Contribution Amount
-		\$ <input type="text"/> . <input type="text"/>	\$ <input type="text"/> . <input type="text"/>	\$ <input type="text"/> . <input type="text"/>
-		\$ <input type="text"/> . <input type="text"/>	\$ <input type="text"/> . <input type="text"/>	\$ <input type="text"/> . <input type="text"/>
-		\$ <input type="text"/> . <input type="text"/>	\$ <input type="text"/> . <input type="text"/>	\$ <input type="text"/> . <input type="text"/>
-		\$ <input type="text"/> . <input type="text"/>	\$ <input type="text"/> . <input type="text"/>	\$ <input type="text"/> . <input type="text"/>
-		\$ <input type="text"/> . <input type="text"/>	\$ <input type="text"/> . <input type="text"/>	\$ <input type="text"/> . <input type="text"/>

### Section 3 – Service Purchase Payroll Deductions

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

Employer Code	Report Period End Date	Amount
-		\$ <input type="text"/> . <input type="text"/>
-		\$ <input type="text"/> . <input type="text"/>
-		\$ <input type="text"/> . <input type="text"/>

### Section 4 – Other Employer Liabilities

Use this section to pay employer charges for 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.

*Note:* When paying penalties and interest, please note the period end date for that charge. When paying an ERI billing or employee-specific billing, please note the employee's social security number.

Type of Charge	Social Security Number (If Applicable)	Employer Code	Report Period End Date	Amount
<input type="checkbox"/> Penalties/Interest <input type="checkbox"/> ERI <input type="checkbox"/> Employee Billing	-	-		\$ <input type="text"/> . <input type="text"/>
<input type="checkbox"/> Penalties/Interest <input type="checkbox"/> ERI <input type="checkbox"/> Employee Billing	-	-		\$ <input type="text"/> . <input type="text"/>
<input type="checkbox"/> Penalties/Interest <input type="checkbox"/> ERI <input type="checkbox"/> Employee Billing	-	-		\$ <input type="text"/> . <input type="text"/>

### 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 above employer contribution or employer liabilities.

*Note:* You cannot use your credit toward employee retirement contributions or service purchase payroll deductions.

Credit Amount: \_\_\_\_\_ on employer code(s): \_\_\_\_\_ Apply Credit to Employer Code: \_\_\_\_\_

**Questions on using this form?** Contact us at 1-888-400-0965, or [employeroutreach@opers.org](mailto:employeroutreach@opers.org). Streamline this process by paying electronically via ECS (the electronic Employer Contribution System). Ask us how.  
(E-3 Revised 12/08)

Note: You may send in multiple checks with this form. However, if you are sending multiple checks and have specific allocation instructions for each check, OPERS advises you complete a separate Remittance Advice for each check. Otherwise, OPERS will allocate the sum total of all checks received based on your outstanding liabilities.

Use this section to pay employee and employer retirement contributions.

The sum of your employee and employer retirement contributions should be listed in the Total Contribution Amount column for each report.

This section is used to pay all additional employer liabilities posted to your employer account.

You'll see the Employer Liability section has been streamlined; more information has been added to assist with completion.

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

Remember, the Report Period End Date is the last day of the month being reported. If you're reporting a pay period ending 4/28/08, the report period end date is 4/30/08—the last day of the month. (Do not confuse report period end date with the pay period end date).