

Instructions for Completing Forms for ACH (Automated Clearing House) Transfers

The following form and instructions can be used to sign up for or make changes to the ACH (Automated Clearing House) service. This service provides an electronic way to make member and employer contribution payments, member purchase of service monthly payments, and employer purchase of service payments.

The PSRS-610, *Authorization Agreement for Restricted (ACH) Debits*, gives PNC Bank the authorization to make the transfer based upon your instructions. Use this form to sign up or change your bank for ACH service or to submit your bank information changes. Please use a separate form for each bank.

Follow these steps:

- Complete the top portion of this form. If this is a new setup for the ACH service, check the box at the top of the form.
- Forward completed form(s) to your bank(s).
- Include the *Bank Instructions* letter(s).
- Request your bank(s) to:
 - Check the top portion for accuracy.
 - Complete the bottom portion of the PSRS-610, *Authorization for Restricted (ACH) Debits* form(s).
 - Return the authorization agreement(s) to you.
- Complete the *Authorized Users of PSERS' ACH Remittance Method* form. Note:
 - This form notifies PSERS who is authorized to make payments via ACH.
 - For security purposes, it is up to the employer to decide who will make the ACH payments.
 - Each employer will be issued a single user ID and temporary password that all authorized users will share to have access to make all ACH payments.
- Complete and forward this form to PSERS any time a change to the authorized users occurs.

Mail completed original forms to:

Accounts Receivable - ACH Processing
5 N 5th Street
Harrisburg PA 17101-1905

Once the set up is complete, each employer will receive instructions via email, which will include the single user ID and temporary password. You may begin remitting payments via ACH after you receive your instructions.

If you need any assistance or have any questions about these forms or instructions, please contact Allison Biser toll-free at 1.888.773.7748, extension 4906.

Thank you for your cooperation.

Bank Instructions

Automated Clearing House (ACH) Debit Service

Enclosed is an *Authorization Agreement for Restricted (ACH) Debits* with PNC Bank, Pittsburgh, Pennsylvania. To enable our school employer to use the ACH system, please complete the lower portion of the Authorization Agreement.

To satisfy the requirements of the Federal Reserve and the National Automated Clearing House Association, PNC Bank makes a zero dollar transfer about ten days before the first dollar transfer.

Please return the completed Authorization Agreement to our school employer.

Thank you for your consideration and cooperation.

Authorized Users of PSERS' ACH Remittance Method

Please print all information legibly. This form notifies PSERS who is authorized to make payments via ACH for the employer listed below. For security purposes, it is up to the school to decide who will make the ACH payments. Each section must be completed as ACH payments are now mandatory for all payment types.

An email address is required for using the ACH method of remitting payments.

Employer Name: _____

Employer Address: _____

Employer Number: _____

The following are authorized to use the ACH method for making **Member Contribution** payments:

Name: _____ Phone # (_____) _____

Email Address: _____

Name: _____ Phone # (_____) _____

Email Address: _____

The following are authorized to use the ACH method for making **Employer Contribution** payments:

Name: _____ Phone # (_____) _____

Email Address: _____

Name: _____ Phone # (_____) _____

Email Address: _____

The following are authorized to use the ACH method for making **Member Purchase of Service** payments:

Name: _____ Phone # (_____) _____

Email Address: _____

Name: _____ Phone # (_____) _____

Email Address: _____

The following are authorized to use the ACH method for making **Employer Purchase of Service** payments:

Name: _____ Phone # (_____) _____

Email Address: _____

Name: _____ Phone # (_____) _____

Email Address: _____