



11410 SW 68th Parkway
Tigard, OR 97223
www.pers.state.or.us

Employer Announcement #34

November 17, 2005

Mandatory Employer ACH Remittance Begins January 1, 2006

Beginning January 1, 2006 PERS will adopt the ACH system for employer remittances. Although OAR 459-005-0225 allows PERS to assess a penalty for failure to use the ACH system after that date, PERS will waive the ACH penalty until May 1, 2006. However, you need to set up your ACH payments as soon as possible.

ACH is an acronym for Automated Clearing House. It is a network of financial institutions that transmit money back and forth electronically.

Questions and answers regarding the ACH payment system for PERS employers follows.



1. Is this the only electronic payment method PERS uses?

Yes. PERS does not use Telepay or any other electronic payment system.

2. Must I participate in the ACH program?

Yes. Pursuant to OAR 459-005-0225, beginning January 1, 2006 employer remittance via ACH is mandatory.

3. How do I participate in the ACH program?

The employer must first complete the PERS [Employer ACH Agreement form](#) that is posted on the PERS Employer web site and is also on the last page of this announcement. You can also request the form through the Employer Call Center, 503-603-7788 (toll-free 888-320-7377). **You must designate on the ACH Agreement Form whether you are choosing ACH credit or ACH debit.**

The completed ORIGINAL form must be sent to:

PERS, attn: MERS (ART Team)
PO Box 23700
Tigard, OR 97281-3700.

With ACH debit, the employer **allows PERS to initiate an ACH transaction that would deduct the payment from a bank account designated by the employer. There is no charge from PERS or the state of Oregon to use the debit process.**

If selecting ACH Debit, complete the [ACH Debit Authorization form](#), keeping a copy and sending the original (along with the ACH agreement form) to the address given above. Once both forms have been accepted and processed, PERS will send you a confirmation letter. Confirmation letters will be sent to employers beginning in mid-December.

With ACH credit, the employer will initiate an ACH transaction **directly** to an account designated by PERS.

If selecting ACH credit, once your ACH agreement form has been accepted and processed, PERS will send you a confirmation letter beginning in mid-December along with ACH credit instructions, which your bank will need to initiate the ACH transaction. When you receive the confirmation letter you will need to go to the [PERS Employer website](#) and print the ACH Credit Authorization. Complete the ACH Credit Authorization and keep it for your records. Please note: NACHA (National Automated Clearing House Association) rules require that you keep the authorization for at least two years after the authorization is terminated.

4. When does the ACH payment process actually begin?

The confirmation letter will identify the first statement with which the ACH process is effective- the date you receive the confirmation letter may vary according to the ACH process you have selected and the next statement date. Starting December 20th Statement dates are the 5th and the 20th of each month. **Remittances are due no later than five days after the statement date. A penalty will be assessed for remittances received after the five-day grace period.**

5. How do I know my payment has been made?

Your EDX employer statement will show both wage and contribution receivables and invoices and it will show all payments received.

Your ACH payment is for **the entire Balance Due amount**. If you are paying by ACH credit **your ACH transaction must include your PERS employer number. If your ACH payment is received without your employer number the payment may be rejected and you may be subject to a late penalty.**

If you are using the ACH debit process, **your account will be debited on the fifth business day after the statement date.**

If you are using the ACH credit process, **the payment must be transferred to PERS no later than the fifth business day after the statement date.**

6. What should I do if the payment does not appear on my EDX employer statement?

If the payment does not appear on your employer statement please contact the Employer Call Center, 503-603-7788 (toll-free 888-320-7377).

7. How can I correct a mistake on an ACH payment or correct a payment problem?

If you make an under-payment, submit a second transaction to correct the underpayment. If you make an overpayment, the overpayment will be reflected as a credit on your next statement.

If you use the ACH debit process and incorrect electronic routing/account information is a problem, send a new ACH Agreement form to PERS.

If you use the ACH credit process and incorrect electronic routing/account information is a problem, contact your financial institution. The financial institution will provide you with guidance in completing an ACH reversal.

8. What do I do if as an employer we change banks or account numbers?

If you change banks or account numbers you must complete new ACH agreement forms and send them to PERS, attn: MERS (ART Team), PO Box 23700, Tigard, OR. 97281-3700.

9. Who do I contact with suspected ACH problems?

Contact the Employer Call Center at 503-603-7788 or toll-free 888-320-7377 or by e-mail: PERS.edx.support@state.or.us

PERS Employer: Automated Clearing House (ACH) Agreement

Section A: Employer information (Type or print clearly in black ink. Illegible forms may be returned to applicant. This could delay your request.)

Employer name			Employer number	
Mailing address (street or PO box)				
City	State	Zip	Phone number	E-mail

Section B: ACH Debit

ACH debit election

If you choose this option, go to the PERS employer website. Complete the Authorization Agreement for Employer ACH Debits form. Mail signed originals of both the Employer Automated Clearing House Agreement form and the Employer ACH Debit form to PERS Member Employer Relations. Be sure to keep copies for your records.

Section C: ACH Credit

ACH credit election

If you choose this option, complete this Automated Clearing House Agreement form, and mail the signed original to PERS Member Employer Relations. You will have to work with your financial institution before initiating ACH credit transactions. Be sure to keep copies of this agreement for your records.

Electronic transfer of funds will take place on the fifth business day following the issuance of EDX employer statements. Funds transfers will be for actual amount of statements. Any individual adjustments will be made on later statements.

Your authorized reporting financial officer must sign this form.

Print name

Title



Reporting financial officer signature

Date

Office use only	
<input type="checkbox"/> PERS	<input type="checkbox"/> OPSRP <input type="checkbox"/> IAP
<input type="checkbox"/> Member	<input type="checkbox"/> Alternate payee
<input type="checkbox"/> Cross reference member SSN	