



Instructions for Employer Electronic Funds Transfer (EFT)

SYSTEM INSTRUCTIONS

- The system is available to you 24 hours a day, seven days a week, including weekends and holidays.
- To be considered timely, calls must be completed **by 3:30 p.m.** (Central Time) at least one business banking day before the payment due date.
- **You must enter the date you would like your bank account debited.** You may specify a future bank account debit date. This date cannot be a weekend or Federal Reserve Bank holiday and must be at least one business day in the future. For pay period contributions (options 1 and 2), you have up to 30 days in the future to settle. For billed items (options 3 and 4), you may designate up to 40 days in advance.
- You may remit multiple pay periods or multiple contribution types in the same phone call.

Please have the following information ready before calling.

- For **ALL** remittances:
 - 7-digit employer ID number
 - PIN code
 - Amount(s), as dollars and cents
 - Bank account debit date (6-digit MMDDYY)
- **AND** for pay period contributions you will **also** need:
 - Employer Pay Period Schedule Report
 - Fiscal year (4-digit CCYY)
 - Pay period (values 01-60, inclusive)
- **OR** for billed items you will **also** need:
 - Bill invoice number and bill section number

Call toll-free: (800) 230-1107

1. System: Welcome to the Teachers' Retirement System of the State of Illinois. Please press 1 now.
 Employer: 1.
2. System: Please press the pound (#) sign after each entry to speed your call.
3. System: Please enter your 7-digit employer number.
 Employer: _ _ _ _ _ #.
4. System: Enter your PIN code.
 Employer: _ _ _ _ #
5. System: To make a *member and employer contribution*, press 1. To make a *Teachers' health insurance contribution*, press 2. To pay *TRS billed items*, press 3. To pay *THIS Fund billed items*, press 4. To perform a cancellation or inquiry about a payment, press 5. For a PIN code change, press 6.
 Employer: _ #.
 System:
 - 1# - proceed to step 6a – Option 1
 - 2# - proceed to step 6a – Option 2
 - 3# - proceed to step 6a – Option 3
 - 4# - proceed to step 6a – Option 4
 - 5# - hold for operator assistance
 - 6# - follow along as prompted

<p>Option 1 - For Member and Employer Contributions: (Refer to Employer Pay Period Schedule Report.)</p> <p>6a. System: Enter the fiscal year for which you are remitting contributions. Employer: ___ ___ ___ # (CCYY)</p> <p>6b. System: Enter the pay period. Employer: ___ ___ #</p> <p>6c. System: Enter the total member TRS contributions. Employer: \$ _____ . _____ #</p> <p>6d. System: Enter the total employer contributions from special trust or federal earnings. Employer: \$ _____ . _____ #</p> <p>6e. System: Enter the total employer's contributions for member benefit increase. Employer: \$ _____ . _____ # System: Your TOTAL for <u>all</u> amounts entered is: _____dollars and _____cents.</p> <p>To accept, press 1. To correct and re-enter (all amounts), press 2. Employer: 1# (accept) – proceed with steps #7, 8, 9. 2# (correct) – return to step #6a and re-enter.</p>	<p>Option 2 - For Teachers' Health Insurance Contribution: (Refer to Employer Pay Period Schedule Report.)</p> <p>6a. System: Enter the fiscal year for which you are remitting contributions. Employer: ___ ___ ___ # (CCYY)</p> <p>6b. System: Enter the pay period. Employer: ___ ___ #</p> <p>6c. System: Enter the TOTAL member and employer THIS Fund contribution amount (in dollars and cents). Employer: \$ _____ . _____ # System: You entered: _____dollars and _____cents.</p> <p>To accept, press 1. To correct and re-enter, press 2. Employer: 1# (accept) – proceed with steps #7, 8, 9. 2# (correct) – return to step #6a and re-enter.</p>
<p>Option 3 - For Payment from a TRS bill:</p> <p>6a. System: Enter the bill invoice number of the bill you are paying from. Employer: ___ ___ ___ ___ ___ #</p> <p>6b. System: Enter the TRS bill section number for which you are making payment. Employer: ___ ___ #</p> <p>6c. System: Enter the dollar amount for the TRS bill section number. Employer: \$ _____ . _____ System: You entered: _____dollars and _____cents.</p> <p>To accept, press 1. To correct and re-enter, press 2. Employer: 1# (accept) – proceed with steps #7, 8, 9. 2# (correct) – return to step #6a and re-enter.</p>	<p>Option 4 - For Payment from a THIS Fund bill:</p> <p>6a. System: Enter the bill invoice number of the bill you are paying from. Employer: ___ ___ ___ ___ ___ #</p> <p>6b. System: Enter the THIS Fund bill section number for which you are making payment. Employer: ___ ___ #</p> <p>6c. System: Enter the dollar amount for the THIS Fund bill section number. Employer: \$ _____ . _____ System: You entered: _____dollars and _____cents.</p> <p>To accept, press 1. To correct and re-enter, press 2. Employer: 1# (accept) – proceed with steps #7, 8, 9. 2# (correct) – return to step #6a and re-enter.</p>

7. System: Enter the date you would like your bank account debited (required).
Employer: ___ ___ ___ ___ ___ # (MMDDYY).
System: You entered a debit date of _____.
To accept, press 1. To correct and re-enter, press 2.
Employer: 1# (accept) - proceed with step #8.
2# (correct) - return to step #7.
8. System: Thank you. Your contribution has been accepted. Your reference number is _____.
Repeating, your reference number is _____.
9. System: To disconnect, press 1. To continue, press 2.
Employer: 1# - Thank you for using the Teachers' Retirement System.
2# - To report for the same employer number, press 1. (Returns to step #5.)
To report for a different employer number, press 2. (Returns to step #3.)