**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

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**Call toll-free: (800) 230-1107**


   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: __ __ __ __ #


   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

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For assistance, please contact the TRS Accounting Department at (888) 678-3675 from 8:30 a.m. to 4:30 p.m.
Option 1 - For Member and Employer Contributions:
(Refer to Employer Pay Period Schedule Report.)
6a. System: Enter the fiscal year for which you are remitting contributions.
   Employer: __  __ __  __ # (CCYY)
6b. System: Enter the pay period.
   Employer: __  __ #
6c. System: Enter the total member TRS contributions.
   Employer: $_____________________ . ______#
6d. System: Enter the total employer contributions from special trust or federal earnings.
   Employer: $_____________________ . ______#
6e. System: Enter the total employer’s contributions for member benefit increase.
   Employer: $_____________________ . ______#
   System: Your TOTAL for all amounts entered is: _______________dollars and ___________cents.
   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.

Option 2 - For Teachers’ Health Insurance Contribution:
(Refer to Employer Pay Period Schedule Report.)
6a. System: Enter the fiscal year for which you are remitting contributions.
   Employer: __  __ __  __ # (CCYY)
6b. System: Enter the pay period.
   Employer: __  __ #
6c. System: Enter the TOTAL member and employer THIS Fund contribution amount (in dollars and cents).
   Employer: $_____________________ . ______#
   System: You entered: _______________dollars and ___________cents.
   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.

Option 3 - For Payment from a TRS bill:
6a. System: Enter the bill invoice number of the bill you are paying from.
   Employer: __  __  __  __ __  __ #
6b. System: Enter the TRS bill section number for which you are making payment.
   Employer: __  __ #
6c. System: Enter the dollar amount for the TRS bill section number.
   Employer: $_____________________ . ______
   System: You entered: _______________dollars and ___________cents.
   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.

Option 4 - For Payment from a THIS Fund bill:
6a. System: Enter the bill invoice number of the bill you are paying from.
   Employer: __  __  __  __ __  __ #
6b. System: Enter the THIS Fund bill section number for which you are making payment.
   Employer: __  __ #
6c. System: Enter the dollar amount for the THIS Fund bill section number.
   Employer: $_____________________ . ______
   System: You entered: _______________dollars and ___________cents.
   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.

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 ____________________________.

   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.)