



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Member Service Representatives 1-800-ASK-IMRF (1-800-275-4673)

DATE XX, 2003

Imaginary School District
Authorized Agent
Their Address
Their Address

Dear Authorized Agent:

Welcome to the IMRF EFT Payment System. We trust that you will find this service convenient, quick, and easy to use when making payments to IMRF. The EFT system has two options to choose from:

- **Pay-by-Phone.** The EFT Pay-by-Phone system is available seven days a week, 24 hours a day. Calls must be completed by 2:30 P.M. Central Time for your payment to be effective the next business day.
- **Web-based payment system.** The EFT Web-based system is a fully integrated, electronic payment solution available online 22 hours a day (with a nightly maintenance window), seven days a week.

In order to access either EFT system and to initiate payments, you will need your assigned EFT number noted below. Your account number is:

EFT Employer ID: «employerID»

You use the same EFT Employer ID for both Pay-by-Phone and Web-based payments. However, if you make payments to IMRF using multiple bank accounts, a separate EFT number is required for each account. You should have completed a separate EFT Enrollment Form 3.00 for each account.

Using the EFT system for the first time

If you plan to make payments via the web, you would change your generic PIN by using the Pay-by-Phone system. On your first visit to the EFT's Pay-by-Phone system, supply the generic PIN Code when asked for your PIN. You will be immediately prompted by the system to establish your unique PIN Code. You may select any numeric value for your PIN. Your confidential PIN Code ensures that only you will be able to initiate payment. Your PIN code can be changed anytime using the Pay-by-Phone system.

You may remit monthly wage reports, Tax-deferred Payroll Deduction Payments (TPDP), and all other IMRF payment types during an EFT System session (see Web-based or Pay-by-Phone Instructions). Your account will be debited on the date you select.

Please remember that both your *EFT number* and your *PIN Code* combined will identify your entry into the system. As a result, both should be treated with the highest degree of confidentiality. The enclosed EFT instructions tell you how to initiate a payment, cancel a payment, or change your PIN Code. You may refer to the enclosed *Introduction to the IMRF EFT Payment Systems, Web-based Payment Instructions, or Pay-by-Phone System Instructions* for answers to your anticipated questions.

IMRF developed a secure, reliable, and cost-effective EFT payment system by working with third-party vendor First Data Government Solutions. First Data operators can assist you with your EFT transactions but cannot answer IMRF-related questions. If you have questions regarding IMRF topics, including the use of the EFT systems, you can call an IMRF Member Service Representative at 1-800-ASK-IMRF (1-800-275-4673), Monday through Friday, 7:30 A.M. to 5:30 P.M.

You may begin using this EFT service immediately. Thank you for participating in this program. We welcome your comments on this or any of our other services.

Sincerely yours,

Louis W. Kosiba
Executive Director

Enc: (3) Introduction to the IMRF EFT Payment Systems, Web-based Instructions, Pay-by-Phone Instructions