



## INSTRUCTIONS

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PLEASE TAPE YOUR VOIDED CHECK WITHIN THIS AREA OF THE FORM (NO STAPLES PLEASE).

This agreement is to be used for first time enrollments as well as for modifications to your agreement. You must check one of the three boxes that apply.

### Definition of Terms

- ADD NEW ACCOUNT: For all new employers registering for the first time on the EFT program. If you make payments to IMRF using more than one account, you will need to complete a separate enrollment form for each account.
  - NOTICE OF CHANGE: Used when a modification must be made to the information on file, e.g. new address, different banking information, additional payment type(s), etc.
  - DELETE ACCOUNT: Submitted when the employer has elected to no longer participate in the EFT program.
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- EMPLOYER EFT NUMBER: **Required.** This is the 7-digit Employer Number you must provide if deleting or changing your account.
- EMPLOYER NAME: **Required.** Using the allowed space of 25-characters, print/type the employer's name as it should appear for the ACH presentation to the financial institution and to Illinois Municipal Retirement Fund.
- ABA/ROUTING TR # (9): **Required.** The 9-digit *Routing Transit Number* used to identify the financial institution where the employer maintains his/her account. *This number is the first 9-digit number in the bottom MICR line of the employer's checks.*
- BANK ACCOUNT # (1-17): **Required.** The number of the employer's financial institution account used to pay the contribution. *The account number is the second number appearing in the bottom MICR line of the employer's checks. The account number should NOT include the 3-5 digit check number, also present on the bottom line of the check. We recommend verifying the correct reporting of your ABA and account numbers (with or without dashes, spaces, etc.) with your financial institution representative.*

Please check the proper designation of the employer's account to be drawn against for payment.

- CHECKING - For checking, NOW and/or share draft accounts.
- SAVINGS

Please sign and date Page 1 of the form in the area noted. Then return both pages of the completed form to **Illinois Municipal Retirement Fund, Suite 500, 2211 York Road, Oak Brook, IL 60523-2337. Questions? Call 1-800-ASK-IMRF (1-800-275-4673). Thank you.**