

### **Submitting additional payments using IMRF's Electronic Funds Transfer payment system**

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You can submit an additional payment using IMRF's Electronic Funds Transfer (EFT) payment system. Remember payments must be initiated by 2:30 p.m. Central Time, at least one business banking day prior to December 31st, in order for the payment to settle in IMRF's bank account on December 31st.

#### **Web Based System Instructions**

- On the *Log On* screen, enter your assigned **EFT number** and **PIN** (Personal Identification Number) and press **Log On**.
- The **Select Payment Option** screen will be displayed. Select the **Additional Funding of Your Pension Obligation** (Payment Type Code 024) payment type.
- The **Make Payment** screen will be displayed. Enter the appropriate values in the displayed fields. Press **Continue**.
- The **Confirm Payment** screen will be displayed. Review the information to ensure accuracy. If it is correct, press **Submit Payment**. If incorrect, press the **Edit Payment** button to make corrections.
- The **Payment Acknowledgement** screen will be displayed. Your Payment Reference Number will be listed. Print this page as a receipt for your payment. **Log off**.

#### **Pay-by-Phone System Instructions**

Call 1-877-610-3706

- On your touch-tone phone, please press '1', followed by the # sign.
- To expedite your call, press the # sign after each entry and after the system repeats your entry. If your entry or what you hear is not correct, press the \* key and the system will re-prompt that field. At any time during the recording, press the \* key three times to transfer to an operator.
- Enter your EFT Employer Number followed by the # sign.
- If this number is correct, press the # sign again.
- Enter your PIN (Personal Identification Number) followed by the # sign.
- To make a payment, press 1 followed by the # sign. To cancel or inquire about a payment, press 2 followed by the # sign. To change your password, press 3 followed by the # sign.
- Enter the Payment Type 024 Additional Funding of your Pension Obligation.
- Enter the appropriate payment amount you wish to make.
- Enter the date you would like your bank account debited.
- The system will respond with the Payment Acknowledgement and reference number.