



Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

www.imrf.org

SPECIAL MEMORANDUM

Number: 284

Date: March 17, 2004

To: Authorized Agents of Employers not enrolled in IMRF Electronic Funds Transfer (EFT)

Subject: Discontinuance of payments by check, ACH, and wire transfers

Our records indicate your employer submits payments to IMRF via paper checks, automated clearinghouse (ACH), or wire transfer.

We cannot automatically load payment information from paper checks, ACH or wire transfers directly into our computer systems. Data entry operators must key that information into our computer system. This manual process increases the chances of error.

In addition, when you mail a check to IMRF, there is the possibility of it being lost or delayed in the mail. If an employer pays IMRF using ACH or wire transfer, there is a cost to the employer for those services.

In the past, IMRF considered discontinuing paper checks, ACH and wire transfer as an acceptable form of payment, but did not do so because we were unable to offer an easy alternative.

However, in 2002 IMRF worked with govONE Solutions to develop our own electronic funds transfer (EFT) system. On April 2, 2002, we mailed General Memorandum 489 to all employers announcing the Pay-by-Phone EFT system. To use the Pay-by-Phone EFT system, all you need is a telephone.

The following year, EFT was expanded to include web-based payments. On August 21, 2003, we mailed General Memo 510 to all IMRF employers announcing the Pay Online EFT system. To use the Pay Online EFT system, all you need is a computer with Internet access.

When an employer makes a payment to IMRF using EFT, manual processing is eliminated. IMRF can download the payment information directly into our computer systems, avoiding the possibility of data entry errors. EFT also provides advantages to employers: a payment is initiated only after the completed call or successful online payment process. This offers both timeliness and full cash flow control.

Moreover, govONE's technology provides employers with secure payment transactions. Payments made on the IMRF govONE system are secure and can be sent only to IMRF.

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Discontinuance of payments by check, ACH, and wire transfers

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EFT offers other advantages to employers. When using either Pay Online or Pay-by-Phone EFT, you can:

- Specify a future date the designated bank account is to be debited, i.e., any banking day between the next day and 20 days in the future
- Remit payments from multiple bank accounts
- Remit payments for multiple periods, e.g., two or more months' wage reports
- Review previous payments, confirm a payment was received, or cancel a payment with a future settlement date

EFT programs from govONE Solutions and its subsidiary, GovConnect, provide services in more than 25 states and to the federal government. GovONE Solutions manages half of all electronic payments made to the U.S. Treasury, supports more than two million registered taxpayers, and moved 36 million payments valued at more than \$1 trillion in 2002. In addition, as required by the Teachers' Retirement System, Illinois school districts have been remitting payments via govONE EFT since July 2003.

With this in mind, **IMRF will cease accepting payment by paper check, ACH or wire transfer as of the September 2004 monthly report (due October 10, 2004).**

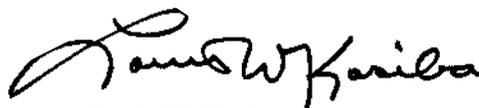
After October 1, 2004, all employer payments to IMRF must be made via EFT, either Pay-by-Phone or Online. Although EFT will become mandatory on October 1, 2004, **we encourage employers to enroll prior to September 1, 2004.** By enrolling no later than September 1, govOne will have sufficient time to mail your employer's unique Personal Identification Number and EFT number.

To enroll in EFT, submit the enclosed IMRF Form 3.00, "Electronic Funds Transfer Enrollment Form." If you use multiple bank accounts to make payments to IMRF, you will need to complete a separate enrollment form for each bank account you use. If you need additional copies of the form, you can make photocopies of it or download additional copies from the publications area of our website, www.imrf.org.

Once your account is ready for use, a confirmation letter will be mailed to you. The information will include your EFT number (assigned by IMRF), your PIN code, EFT system instructions, and a set of Frequently Asked Questions. Please direct questions concerning your enrollment to an IMRF Member Service Representative at 1-800-ASK-IMRF (1-800-275-4673). EFT information is also available from the IMRF website at www.imrf.org/employers/eft.htm.

We recognize that IMRF is asking you to change your procedures and this will require time and effort. We believe, however, that the increased efficiencies will benefit all IMRF stakeholders. Allow me to thank you in advance for your assistance. IMRF is committed to helping you during this transition.

Sincerely,



Louis W. Kosiba
Executive Director



IMRF ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT FORM

IMRF Form 3.00 (5/2003)

IF YOU MAKE PAYMENTS TO IMRF USING MORE THAN ONE BANK ACCOUNT, COMPLETE A SEPARATE FORM 3.00 FOR EACH ACCOUNT.

Add New Account

Notice of Account Change

Delete Account

If your account is a new account, continue to the area below and complete the requested information:

EFT Number (7)
(Provide only if changing or deleting an account)

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SEE PAGE 2 OF FORM FOR INSTRUCTIONS. PLEASE PRINT OR TYPE ALL INFORMATION CLEARLY

IMRF Employer Number (5)

Employer Name (25)

Contact Name (24)

Address (24)

City (17) State

Zip Code (5 or 9) -

Phone Number - -

ABA/Routing Transit #

Checking

Savings

Bank Account #

NOTE: PLEASE TAPE A VOIDED CHECK TO PAGE 2 OF THIS FORM.

The Illinois Municipal Retirement Fund (IMRF) is hereby authorized to present debit entries which the employer, through its Authorized Agent, originates to the bank account identified above and the bank is authorized to debit such account for the EFT payment(s) made. This authority is to remain in full force until EFT payments are no longer offered or upon 30 days notice by either the IMRF or the employer to terminate the employer's participation in the EFT program. The employer's participation in the EFT program is subject to the rules and regulations issued by the IMRF. The person who executes this form on behalf of the employer represents to IMRF that he or she is authorized to enroll the employer in this EFT program.

Signature of Authorized Agent

Date

Please make a copy of this form for your records. Return both pages of the completed document 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.

DO NOT COMPLETE THIS SECTION (FOR INTERNAL USE ONLY)

LEVEL I # Level II # Location Number (7) + Check Digit

7 digit Employer ID (Disc Data B)

PIN (Disc Data G) Y 0 0 0 0 (NEW ACCOUNTS ONLY)

Date Recd:

Exception: Entered: Verified:



IMRF ELECTRONIC FUNDS TRANSFER (EFT) ENROLLMENT FORM
IMRF Form 3.00 (5/2003)

I N S T R U C T I O N S

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.**