



140 East Town Street / Columbus, Ohio 43215-5164 / Tel. (614) 228-2975 / www.op-f.org

Ohio Police & Fire Pension Fund Employer ACH Letter of Understanding

In accordance with Ohio Revised Code (“ORC”) Sec 742.32, each employer is required to file with the Ohio Police & Fire Pension Fund (“OP&F”) a report monthly of employee contributions with corresponding payment, which is due the last day of the month following the last day of the reporting period.

In accordance with ORC Sec. 742.35, each employer is also required to pay its statutorily mandated employer contributions in four equal installments due March 31st, June 30th, September 30th or December 30th of each year.

One payment option is by Automated Clearing House (“ACH”).

To pay the above referenced contributions by ACH, OP&F’s custodial bank, Huntington National Bank, or such other bank as may be designated from time to time, will assign the participating employer a Company ID number, location number and a password to create the ACH link. Then, as the OP&F contributing employers need to make payments, the employer will call into the 1-800-669-6996 telephone number Voice Response Unit (VRU) with a secured PIN number and enter in the dollar amount to be debited. In addition to entering the dollar amount, the employer can state the date the ACH debit is to post to OP&F’s bank account if the employer wishes the payment to be effective other than the following business day. Effective dating is available for up to 60 days.

Input can be made through the system 24 hours a day, 7 days a week. However, ACH debits are not same day transactions. ACH debits called into the 1-800 VRU Monday through Friday before 9:00 a.m. EST will not be posted to OP&F’s bank account until the next business day, unless the employer chooses the payment to be effective at a later date as noted above. Transactions phoned into the VRU after 9:00 a.m. on Friday through Sunday before 9:00 a.m. EST will be scheduled for posting on Monday. Payments must be received by OP&F by the due date to be on time. For ACH payments to be received on time, they must be posted to OP&F’s bank account by the due date – not just entered into the system on the due date. In most cases to assure proper credit, please attempt to call in transactions within 2 business days before their due date to prevent any issues arising from input error or system issues.

However, not only must the payment be received by OP&F, but also the required reporting must be timely received by OP&F in the proper format. Thus, if an employer is paying its member contributions by ACH and submitting their contribution report on paper, the paper report must also be received by OP&F by the due date for the monthly contribution to be considered timely filed. Likewise, if an employer is paying its member contributions by ACH and submitting their contribution report electronically, the electronic report must also be received by OP&F by the due date for the monthly contribution to be considered timely filed.

When making contribution payments by ACH, employers must fax a notice to OP&F using the Summary of Payment Remittance Information form. Advanced notice allows OP&F to expect the employer's payment and to efficiently match any reports or statements to the payment.

By signing this letter of agreement, the employer hereby requests enrollment in the telephone ACH payment program, and acknowledges an understanding of the ACH operating procedures.

Employer Representative Signature

Employer Representative Date
Please Print

Employer Name

Employer Address (Street or P.O. Box)

Employer Address (City, State, Zip)

Employer Telephone No with Area Code

Employer Code = Location Code

Employer Bank Name

Bank ABA# (Routing in transit #)

Bank Account Number

Bank Account Type (Checking, Savings, Etc.)