



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

The Summary of Payment Remittance Information Form – Helpful tips

The Summary of Payment Remittance Information Form (also referred to as the Recap form) is used by OP&F to capture information about monies received from an employer. This information includes the employer code, type of payment, amount of payment and also provides direction to OP&F on how to apply employer payments to the proper accounts.

Rule 742-9-17 of the Ohio Administrative Code requires employers to submit this form with all payments. This includes all member and employer contributions payments associated with monthly payroll reporting as well as other payments made to OP&F, such as accrued liability payments, payroll deductions for service credit purchases, and penalty payments. This helps to ensure that all payments received by OP&F are timely and accurately processed. The following are tips on how to properly complete the Summary of Payment Remittance form:

- If a corrected payroll report is submitted and no money is owed, no recap form is needed.
- In Section A, Insert the employer four-digit code along with the other information requested. This will allow OP&F to post payments to the correct account.
- In Section B, Make sure that the pay period beginning and ending dates are properly completed. This is necessary for posting member contributions, payroll deduction purchases and employer contributions correctly.
- Use the Comments box to provide brief descriptions of what is being paid. An example of this is if there is a payment that is unusual, such as when a payment is short and whether it is because of a previous overpayment, or when the balance due will be submitted. This box should not be used to detail changes or corrections to the payroll report.
- Make sure to list the payments under the correct division (Police and/or Fire) column. The grand total on the form should equal the payment submitted.
- If employers are paying additional dollars that apply to previous pay periods, they must fill out a separate form for each pay period. Only the difference owed should be reported in the Payment Category boxes, and the comment in the Comments box should read, "additional monies owed for month - year."

There are differences in submitting paper Summary of Payment Remittance forms and web/electronic forms. The following are tips on how to submit payments along with the form:

- When paying by check, use the paper or fill-in PDF version of the form, available on the Employer section of the OP&F website, making sure all fields are populated. Mail the Summary of Payment Remittance form and check in the same envelope.
- When paying electronically by wire or through your banking institution site, fax the form to (614) 228-3767 on the same day that the electronic payment is being initiated. For employers using the Employer Payroll - Payroll File Upload site, the recap form is available to send electronically during your reporting process.
- When paying online through the OP&F Employer Self-Serve website, fill out the form electronically, making sure all fields are populated, and hit the submit button at the bottom of the screen. When submitting the form electronically, the confirmation will be sent to your email inbox. Please be sure to notify us of changes to your email address.

The Summary of Payment Remittance Information form (relating to member and employer contributions and/or payroll deduction payments for prior service purchases) is subject to the 30-day cure period which allows employers additional time to submit or correct a required form. The form (with instructions) is available online at www.op-f.org under Employers and Forms.

(last update, 2/2016)