

Section 15

Direct Debit Payment

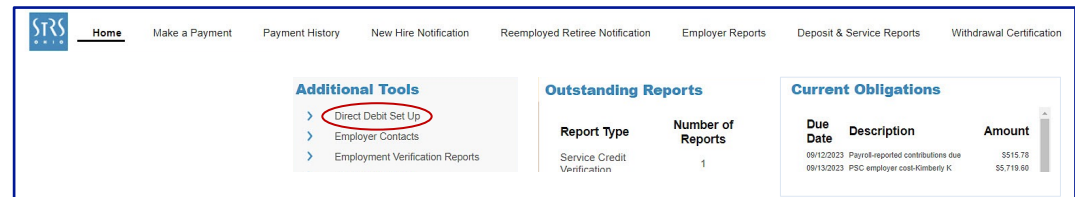
The following instructions explain how to set up a direct debit account and make a payment in ESS.

Setting Up a Direct Debit Account

STRS Ohio's preferred payment method for employers is direct debit in ESS. Before a direct debit payment can be scheduled, you must set up your direct debit account. Only treasurers and main contacts are granted access to set up account information. If you prefer payroll personnel enter this information, the treasurer or CFO should email report@strsoh.org requesting direct debit access be granted to that individual.

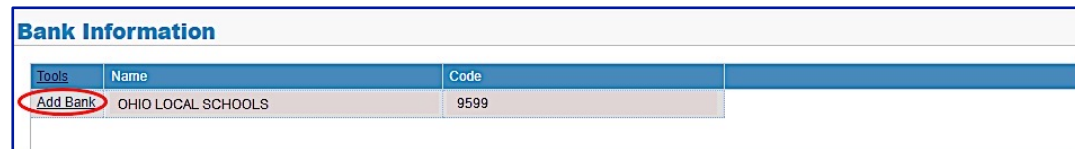
Step 1

On the home page, click on "Direct Debit Set Up" in the Additional Tools menu.



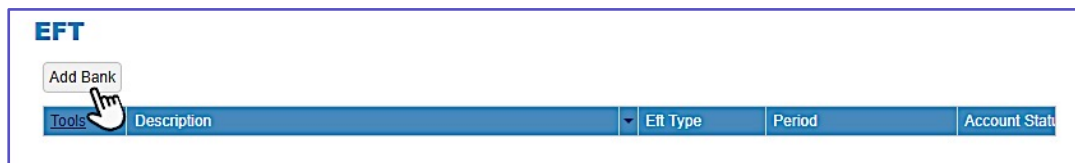
Step 2

On the Bank Information page, click "Add Bank" in the Tools column.



Step 3

On the EFT page, click "Add Bank." The Details screen shown on the next page will appear.



Step 4

On the Details screen, provide the following information:

1. **Start Date** — Enter the date you want to activate the bank account to make payments. STRS Ohio recommends using today's date.

Note: It will take up to three business days from the date entered to approve the account before payments can be made.

Do not enter a Stop Date.

2. **Description** — Enter a nickname for the account (e.g., "Employee Account" or "Employer Account").
3. **Bank Account Number** — Enter your bank account number.
4. **Re-enter Bank Account Number** — Enter your bank account number again.
5. **Click "Search."** The Financial Institution Search screen shown on the next page will appear.

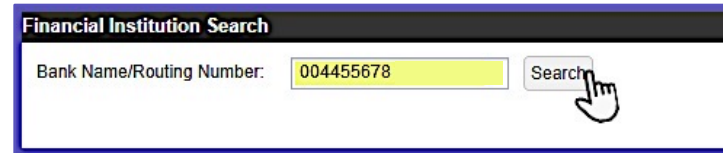
The screenshot shows a 'Details' window with the following fields and values:

Start Date:	MM/dd/yyyy	
Stop Date:	MM/dd/yyyy	
Payment Account:	Employer Bank Accounts	
Eft Type:	Bank	
Description:		
Account Status:	Pending	
Bank Name:		
Bank Routing Number:		
Bank Account Number:		
Re-enter Bank Account Number:		
Bank Account Type:	Checking	

Buttons: Cancel, Save, Search (with a hand cursor pointing to it).

Step 5

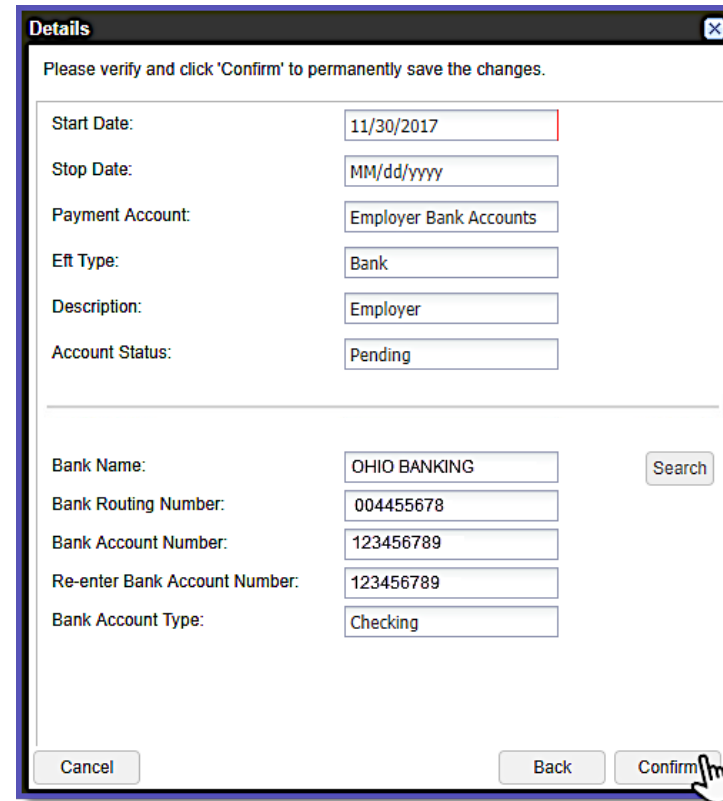
1. Enter the Routing Number.
2. Click "Search."
3. Click "Save." (Screen not shown.)



The image shows a dialog box titled "Financial Institution Search". It contains a text input field labeled "Bank Name/Routing Number:" with the value "004455678" entered. To the right of the input field is a "Search" button. A mouse cursor is pointing at the "Search" button.

Step 6

1. Verify all information is correct and click "Confirm."
2. The Authorization Agreement screen shown on the next page will appear.



The image shows a dialog box titled "Details" with a close button (X) in the top right corner. The main text reads: "Please verify and click 'Confirm' to permanently save the changes." Below this text are several form fields:

- Start Date: 11/30/2017
- Stop Date: MM/dd/yyyy
- Payment Account: Employer Bank Accounts
- Eft Type: Bank
- Description: Employer
- Account Status: Pending

Below the horizontal line are more form fields:

- Bank Name: OHIO BANKING
- Bank Routing Number: 004455678
- Bank Account Number: 123456789
- Re-enter Bank Account Number: 123456789
- Bank Account Type: Checking

At the bottom of the dialog box are three buttons: "Cancel", "Back", and "Confirm". A mouse cursor is pointing at the "Confirm" button.


Step 7

You must print the authorization agreement, complete it and send it to STRS Ohio via secure file upload.

1. Click "Print" to print the authorization agreement.
2. List all individuals authorized to initiate employer payments.
3. Complete and sign the bottom portion of the form. (The name and title of the individual responsible for financial information will already be filled in.)
4. Send the form to STRS Ohio via secure file upload on the STRS Ohio Employer Website.

Important: Online payments cannot be scheduled until STRS Ohio receives the agreement and the bank approves the direct debit request. Bank approval may take up to three business days from the date STRS Ohio receives the signed agreement.

Once the bank account is approved, the school's main contact will receive an email from STRS Ohio confirming direct debit payments can be made in ESS.

Doc-Out
Print 

AUTHORIZATION AGREEMENT FOR DIRECT PAYMENT THROUGH ACH DEBIT

Complete the bottom portion of this agreement and send to STRS Ohio via secure file upload.

Employer: OHIO LOCAL SCHOOLS	Employer No: 9599
Account Type: Checking	Bank Name: OHIO BANKING
Routing No: 004455678	Account No: 123456789

AUTHORIZATION RULES
This *Authorization Agreement for Direct Payment Through ACH Debit* ("Agreement") explains the terms and conditions governing Employer's access and use of the online payment service ("Service") for direct payments through ACH debits via the ESS website operated by State Teachers Retirement System of Ohio ("STRS Ohio"). The Service will enable the Employer to pay electronically amounts due to STRS Ohio including, but not limited to, employee and employer contributions, interest, penalties and costs to purchase service credit.

AUTHORIZATION
Employer represents and warrants it is legally authorized to use the bank account identified above on the STRS Ohio ESS website. Employer hereby authorizes STRS Ohio to debit Employer's account identified above in such amounts and at such times as requested by Employer through the Service. Employer acknowledges the origination of ACH transactions to its account must comply with the rules of the National Automated Clearing House Association and provisions of U.S. and Ohio law. Employer agrees to maintain balances sufficient to pay all requested payments and to be solely liable for any overdraft or insufficient fund situation or charge (including, but not limited to, finance charges, late fees or similar charges) caused by its failure to maintain funds sufficient to pay all payments issued through the Service. Employer agrees to promptly notify STRS Ohio of any changes to the financial institution account information by submitting a new *Authorization Agreement for Direct Payment Through ACH Debit*. Employer understands and agrees that use of the Service does not waive any penalties and/or interest for any payments or reports that are not completed or filed timely.

TERMS AND TERMINATION
This Agreement shall remain in force until terminated by either party. Employer may terminate this Agreement by submitting a request in writing to STRS Ohio, provided the delivery of such termination request shall provide STRS Ohio a reasonable opportunity to act on it. STRS Ohio may terminate this Agreement at any time by giving written notice. The termination of this Agreement shall not affect any payments or charges already due to STRS Ohio from Employer.

DISCLAIMER OF WARRANTY
Employer expressly agrees the use of the Service is at Employer's sole risk and the Service is provided "as is" with no warranties whatsoever including, without limitation, warranties of availability, reliability, usefulness, course of performance or fitness for a particular purpose.

Please list individuals authorized to initiate Employer payments using the Service:

Certified by <u>TODD WOLFORD</u>	Phone _____
Title <u>Treasurer</u>	Email _____
Signature _____	Date _____

Making a Direct Debit Payment

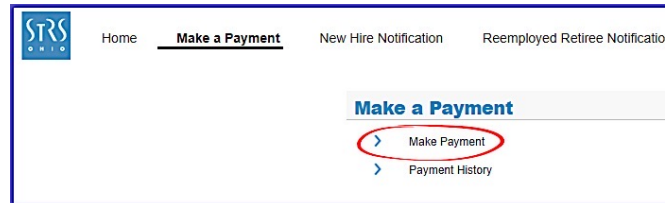
Once the bank account is approved, you can begin making direct debit payments. Please note that these are **one-time** payments. Recurring payments cannot be scheduled in ESS.

Step 1

To schedule a payment, select “Make a Payment” from the banner menu at the top of the home page. *(Screen not shown).*

Step 2

Select “Make Payment.”



Step 3

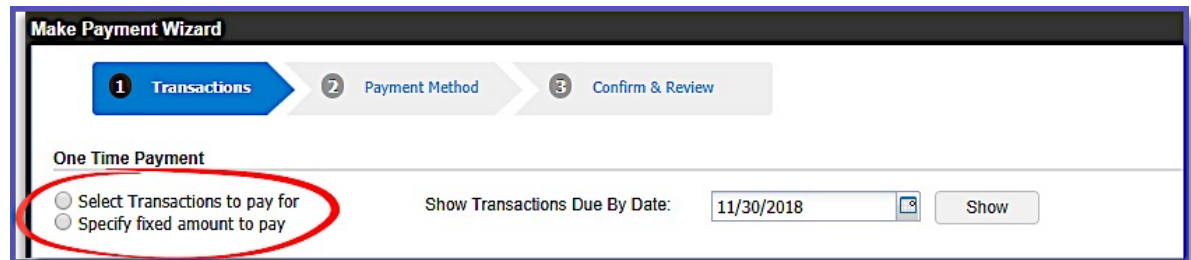
On the Make Payment Wizard screen, you will need to choose which option you will use to make the payment.

Option 1 — Select transactions to pay for

This option allows you to make a payment related to an open work report. Refer to Step 3a on next page.

Option 2 — Specify fixed amount to pay

This option allows you to make a payment not related to an open work report. Refer to Step 3b on Page 8.



Step 3a

Option 1 — Select transactions to pay for

The following instructions are for making a payment **related to** an open work report, such as payroll.

Transactions

1. Click “Select Transactions to pay for.”
2. Click the “Show” button next to the Show Transactions Due By Date field. A list of work reports will appear.
3. Click on the work report you want to make a payment for.
4. The payment amount will appear in the Payment Amount field.
5. Enter the payment date (must be today’s date or later). Also enter a description if needed.
6. Click “Next.” This will take you to the Payment Method screen shown on the next page.

Step 3a continued on next page.

Make Payment Wizard

1 Transactions 2 Payment Method 3 Confirm & Review

One Time Payment

1 Select Transactions to pay for Specify fixed amount to pay

Show Transactions Due By Date: 11/30/2018 Show 2

Payment Amount: 4

Payment Date: MM/dd/yyyy 5

Description:

<input type="checkbox"/>	Transaction Date	Trans#	Type	Identifier	Status	Due Date	Total Balance	Applied Amount	Balance	Scheduled Payment
<input checked="" type="checkbox"/>	11/30/2017	170270617	Work Report A...	Payroll : 2017-11-30	Open	12/07/2017	\$100.00	\$0.00	\$100.00	\$100.00

3

Cancel 6 Next

Step 3a (continued)

Payment Method

1. Click the down arrow in the Payment Account field and select the account from the drop-down menu.
2. Click "Next." This will take you to the Confirm & Review screen.

Make Payment Wizard

1 Transactions 2 **Payment Method** 3 Confirm & Review

Payment Method

Payment Account: Employer xxxx12536

Cancel Back Next

Confirm & Review

1. Verify the payment information is correct.
2. Click "Confirm."
3. The Info box will appear letting you know your payment was successful. Click "OK." This will take you to the Employer Reports page shown on Page 10.

[See Payment History on Page 10.](#)

Make Payment Wizard

1 Transactions 2 Payment Method 3 **Confirm & Review**

One Time Payment

Pay By: Transactions Bank Name:

Payment Amount: \$100.00 Bank Account Type: Checking

Payment Date: 11/30/2017 Bank Routing Number:

Description: Employee Contributions Bank Account Number:

Selected Transactions

Transaction Date	Trans#	Type	Identifier	Status	Due Date	Total Balance	Scheduled Payment
11/30/2017	170270617	Work Report A...	Payroll: 2017-11-30	Open	12/7/2017	\$100.00	\$100.00

Cancel Back Confirm

Info
PAYMENT_SUCCESS
OK

Step 3b

Option 2 — Specify fixed amount to pay

The following instructions are for making a payment **not related to** an open work report, such as an invoice.

Transactions

1. Click “Specify fixed amount to pay.”
2. Enter the payment amount, payment date (must be today’s date or later) and a description.
3. Click “Add” to bring up payment details.
4. Enter information about the payment: payment order detail type (description of payment), pay date **or** invoice number, and the payment amount. If needed, repeat this action to add additional details.
5. Once all details are added, click “Next.” This will take you to the Payment Method screen shown on the next page.

Step 3b continued on next page.

Tips! If you are making an invoice payment, click on the Invoice Number field and select the invoice number from the drop-down menu. Leave the pay date field blank.

If you are making a payment for payroll deduction for purchase service, a pay date is required. The month of the pay date must match the month of the report you are paying. For example, for an August purchase service credit report, the pay date should be 08/dd/yyyy.

Step 3b (continued)

Payment Method

1. Click the down arrow in the Payment Account field and select the account from the drop-down menu.
2. Click "Next." This will take you to the Confirm & Review screen.

Make Payment Wizard

1 Transactions 2 **Payment Method** 3 Confirm & Review

Payment Method

Payment Account: Employer xxxx12536

Cancel Back Next

Confirm & Review

1. Verify the payment information is correct.
2. Click "Confirm."
3. The Info box will appear letting you know your payment was successful. Click "OK." This will take you to the Employer Reports page shown on the next page.

See [Payment History](#) on the next page.

Make Payment Wizard

1 Transactions 2 Payment Method 3 **Confirm & Review**

One Time Payment

Pay By: Fixed Amount Bank Name:
Payment Amount: \$5,000.00 Bank Account Type: Checking
Payment Date: 11/30/2017 Bank Routing Number:
Description: Bank Account Number:

One Time Payment

Payment Order Detail Type	Pay Date	Invoice Number	Amount
Employee Con...	11/30/17		\$5,000.00

Cancel Back Confirm

Info
PAYMENT_SUCCESS
OK

Payment History

You can view a record of your direct debit payments by clicking the "Payment History" button on the Employer Reports page.



Employer Reports

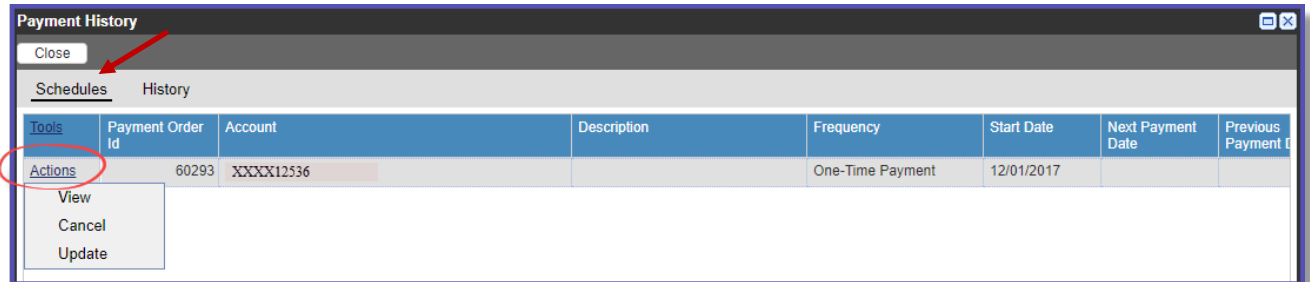
Trans Type: All
Status: All
Work Report Status: Initial

New Report
One Time Payment
Payment History

Schedules

Under "Schedules," you can view current payments waiting to be processed by STRS Ohio.

- To view, cancel or update a payment, click "Actions" in the Tools column and select an option from the drop-down menu.
- A payment will appear under "Schedules" until it is processed. Once processed, it will appear under "History."



Payment History

Close

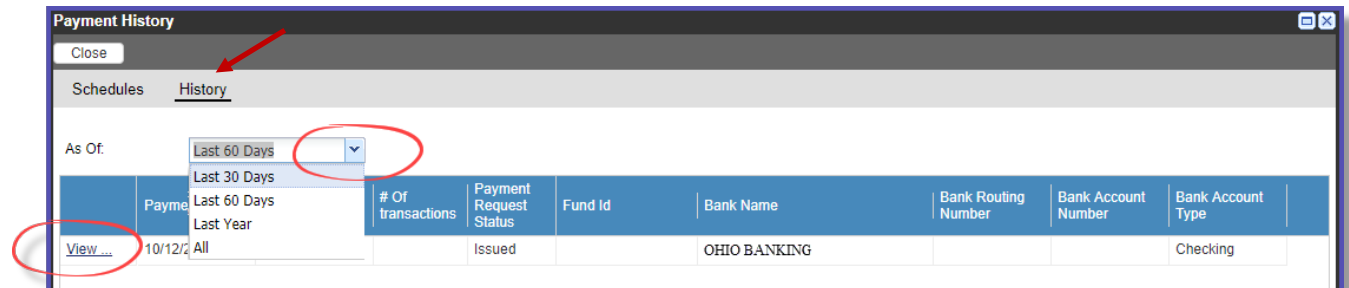
Schedules History

Tools	Payment Order Id	Account	Description	Frequency	Start Date	Next Payment Date	Previous Payment Date
Actions View Cancel Update	60293	XXXXX12536		One-Time Payment	12/01/2017		

History

Under "History," you can view past payments issued to STRS Ohio.

- To sort payments, click the down arrow in the As Of field, and select the time frame you want to sort by.
- To view payment details, click "View" in the row for the payment.



Payment History

Close

Schedules History

As Of: Last 60 Days
Last 30 Days
Last 60 Days
Last Year

Payment Order Id	Account	# Of transactions	Payment Request Status	Fund Id	Bank Name	Bank Routing Number	Bank Account Number	Bank Account Type
10/12/2	All		Issued		OHIO BANKING			Checking

View...