

MAKING PAYMENTS TO MAINEPERS ELECTRONICALLY

Why make payments electronically rather than with a paper check?

MainePERS continually looks for ways to make every aspect of working with us safe, secure, and efficient. Scheduling electronic payments for pension contributions and GLI premiums through ESS reduces the risk of lost paper checks and fraud that can occur with checks. Using electronic payments with MainePERS will be similar to what you already do for the Internal Revenue Service and Maine Revenue Services for payroll tax withholdings.

Paying electronically provides other significant benefits as well:

- It eliminates the manual work of preparing a paper check, which can provide savings in postage and banking costs.
- When electronic payments are scheduled through ESS, you identify exactly what charges you are paying for and your payment is applied to them automatically. However, if the amount being paid results in an over- or under-payment, documentation must be sent to MainePERS with an explanation of the difference, via fax or secure email.
- Pension contributions and GLI premiums are invested sooner, putting those funds to work for members more quickly and in the long-run reducing contribution and premium rates.

How do I pay MainePERS electronically using ESS, which permits MainePERS to withdraw the funds from my bank account?

Step 1: **Identify your bank account** by adding the routing and account number of your bank account in ESS. This is a one-time setup, unless you choose to make payments from a different bank account in the future. *Scheduling an Electronic Funds Transfer (EFT) Payment* details the step-by-step instructions for setting up your bank account information. *Please note that MaineSTART contribution payments cannot be scheduled through ESS.*

Step 2: **Schedule payments** at any time by logging into ESS, selecting the amount(s) you want to pay from your account details, and submit the payment request. After you submit the request, MainePERS will withdraw the funds from the bank account you registered with us on the day you designated. *Scheduling an Electronic Funds Transfer (EFT) Payment* details the step-by-step instructions for scheduling electronic payments.

Scheduling an Electronic Funds Transfer (EFT) Payment is located on the ESS Home screen and on the MainePERS website.

If you need any assistance, please call your employer services representative at 1-800-451-9800.

How can I pay MainePERS electronically without permitting MainePERS to withdraw funds directly from my bank account?

Outside of ESS, MainePERS can accept automated clearinghouse (ACH) credit payments. Please contact your employer services representative for details about making ACH credit payments to MainePERS.