



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

Dear Employer:

Effective immediately, Ohio Police & Fire Pension Fund employers can sign up for an exciting new payment option called the OP&F Online Payment System. This option will allow you to make online payments to OP&F through our secure Web site. Whether you are paying employee or employer contributions or any other type of payment, this program will allow you to make payments efficiently and quickly.

Included in this mailing are the *OP&F Online Payment System FAQ*, and the *Authorization Agreement for ACH Debits*. The FAQ document will provide more detail on how this program will operate, and the Agreement Form will enable you to sign up for the online payment option.

As you know, OP&F introduced an online payroll reporting option in early 2009 that has been well-received by employers. With this new automated payment option, you will now be able to complete both your reports and payments online. In order to submit a request for an ACH electronic fund transfer, you will first need to provide your bank information to OP&F. This information will be submitted on the *Authorization Agreement for ACH Debits* referenced above.

For those employers already familiar with Web/online reporting, additional links will be added to the Employer Self-Service home page to direct you to the new payment and payment summary information pages. The links are the *Summary of Payment Remittance Information Form*, and *Online Payment Requests*.

***Although these two links are now available, you cannot use the Online Payment Request link until you sign up for the online payment program.*** The new payment link will allow you to both create new requests for automated payments and view a history of requests already submitted to OP&F.

For those employers who currently upload payroll data through the File Transfer Protocol method, (outside the self-service reporting option), you may continue to process your payroll files this way. However, in order to take advantage of the new automated online payment option, you will need to sign in and logon through the OP&F Self-Service application, a different procedure than the one you currently use. We think you will find the new login process easy to follow and well worth the benefit of being able to make online payments. The process is explained in depth in the *Employer Self-Service User Guide*. This guide can be found on the OP&F website under Employers and then under Employer Self Service.

Please contact L.J. Adkins at 888-864-8363 if you are interested in signing up for online payments or if you would simply like additional information on this exciting new program.

Sincerely,

Employer Education

*Enclosures*