

PNC Bank  
Fifth Avenue and Wood Street  
Pittsburgh PA 15265

Effective date \_\_\_\_\_

Reporting Unit  
I.D. Number

--	--	--	--

Transit Routing #043000096

Check this box if this is a first-time setup for ACH service ☐

Commonwealth of Pennsylvania - Public School Employees' Retirement System

## Authorization Agreement for Restricted (ACH) Debits

PSRS-610L (01/2006)

Company Name

Public School Employees' Retirement System

I (we) hereby authorize PNC Bank, hereinafter called ORIGINATOR, to initiate debit entries to the demand deposit checking account(s) indicated below and the depository bank named below, hereinafter called DEPOSITORY, to debit the same to such account(s).

Depository

Bank Name

NORTHWEST SAVINGS BANK

300 LIBERTY ST

WARREN

PA

16365

Address

City

State

Zip Code

60-7421/2433

243374218

1026051704

1026019206

1026051704

Transit/ABA#  
(Fraction in upper right-  
hand corner of check)

Transit/ Routing Number  
(9 digit number on bottom of  
check between " " marks)

Checking Account Number  
for withdrawal of  
Employee Contributions

Checking Account Number  
for withdrawal of  
Employer Contributions

Checking Account Number  
for withdrawal of  
Member POS Payments

This authorization is to remain in full force and effect until ORIGINATOR and DEPOSITORY receive written notification of termination in such time and in such manner as to afford ORIGINATOR and DEPOSITORY a reasonable opportunity to act on it.

Employer

Telephone No.

Authorized Representative

Title

Signature

Date

SCHOOL  
EMPLOYER

Send this form to your bank for verification of the transit routing number and account number listed above. When completed, return to PSERS. Thank you.

**Do not write below this line**

To be completed by depository bank for verification.

Transit Routing Number

243374218

Account No. (please include only required dashes)

Employee  
Contributions

1026051704

Employer  
Contributions

1026019206

Member POS  
Payments

1026051704

Depository  
Bank Name

NORTHWEST SAVINGS BANK

Telephone No.

(814) 728-7380

Authorized  
Representative

JAMES A. HIGGINS

Title

Business Services Advisor

Signature

James A. Higgins

Date

10/11/12

Please return to: The Employer listed above

SUBJECT:    **MANDATORY ACH PAYMENTS**

TO:           ALL EMPLOYERS PAYING WITH CHECKS

FROM:        ACCOUNTS RECEIVABLE UNIT  
              PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM

Enclosed are payment coupons for Employee Contributions, the monthly payment of member Purchase of Service Installments, and Employer Contributions for the first half of the 2012-2013 fiscal year.

In order to initiate best practice requirements for receipt of payments, beginning with your January 2013 payment that is due by February 10, 2013, the ACH method must be used to remit payments for Employee Contributions, Employer Contributions and monthly Member POS. Checks will no longer be accepted by the Lockbox.

For your convenience, we have included the forms you will need to complete to set up ACH. You can also find these forms on our website, [www.psers.state.pa.us/](http://www.psers.state.pa.us/). Click on the link for employer forms and then on the document titled Authorization Agreement for Restricted (ACH) Debits. Instructions for completing the forms are included in this file. Please send your completed forms to

Attn Allison Biser  
Public School Employees' Retirement System  
5 N 5<sup>th</sup> St  
Harrisburg, PA 17101

In order to have enough time to process your information, we will need your completed forms by **10/31/2012**.

At this time, you must still pay your Employer Lump Sum billings (Statement of Amount Due letters) by check and mail to our Harrisburg office with the corresponding letters(s). We are hopeful that you will be able to pay your Employer Lump Sum POS by ACH in the near future. When this becomes available, PSERS will notify you.

If you have any questions regarding setting up ACH, please contact Allison Biser. She may be reached by e-mail at [abiser@pa.gov](mailto:abiser@pa.gov) or by phone at 717-720-4906. You may also dial the toll-free number in this letterhead and use extension 4906 to reach her.