

User Guide

Automated Clearing House (ACH) Credit Payment Method

How to Set Up ACH Credit Payment Method

1. Email CalSTRS at ePayments@CalSTRS.com to request the ACH Credit payment method. A CalSTRS staff will reply to your email with the following documents:
 - A. **ACH Credit form**
 - B. **ACH File Specifications**
 - C. **ACH Payment Notification form**
 - D. **CalSTRS Union Bank Account Information**
2. Email the completed **ACH Credit** form to CalSTRS at ePayments@CalSTRS.com. A CalSTRS staff will review and reply to notify receipt of the form.
3. Contact your financial institution and provide them with the **ACH File Specifications** document and the **CalSTRS Union Bank Account Information** document.
4. Setup the ACH Credit payment method with your financial institution.
5. Before making the first ACH Credit payment, complete the **ACH Payment Notification** form and email it to CalSTRS at ePayments@CalSTRS.com.

Important Reminders

- For CalSTRS to associate the payment correctly to your account, the addenda record is required for ACH Credit payments which must include: **5-digit CalSTRS Employer Code*Payment Type*Media ID/Invoice Number (if applicable)*Client ID (if applicable)**. For complete instructions, please refer to page 6 of the **ACH File Specifications** document.
- CalSTRS requires one ACH payment to be associated to one Media ID or Invoice number. No lump sum ACH payment for multiple receivables.
- Upon making the ACH payment, please also ensure that you log onto SEW and submit a remittance advice for **ONLY** Contribution and Penalty & Interest payments.

For any questions, please contact ePayments@CalSTRS.com.