



NHRS

New Hampshire Retirement System

DATE: April 23, 2010

FROM: NHRS Employer Services

TO: NHRS Participating Employers

RE: Payment Vouchers

House Bill 2, enacted in 2009, necessitates that all employers make changes in the way member and employer contributions are reported to NHRS. NHRS has implemented changes to the payment vouchers, in the NHRS reporting system, which enables employers to properly report amounts being paid.

Attached is a guide to assist employers in accurately reporting member and employer monies due.

If you have any questions, please contact an Employer Services Representative at 410-3673.

Remit Contributions with a Voucher

Vouchers verify member and employer contribution amounts remitted to the New Hampshire Retirement System (NHRS) by participating employers. These amounts must be calculated and submitted to NHRS by the employer to ensure accurate reporting.

Employers may print vouchers for an entire year and complete the information by hand, or submit a single voucher each month through the Employer Reporting System (ERS).

Payment may be made by check, wire transfer, or Automated Clearing House (ACH). If payment is made by check, a copy of the voucher must accompany the check. If payment is made electronically, the voucher must be emailed to NHRS by checking the "Email to Fund" box located at the bottom of the ERS Payment Vouchers screen.

Please contact the NHRS Business Office at (603) 410-3522 for more information regarding ACH or wire transfer payments.

NOTE: Payment must be received by the 15th of the month, or a late penalty of 1% on the outstanding amount will be assessed for each month, or fraction of a month, thereof.

Completing a Payment Voucher

1. From the **Report** menu located on the left side of the computer screen, select **Reporting and Voucher Numbers**; then select **Run Report**. This report will provide the employer with a full year of voucher numbers. For future reference, print the **Reporting and Voucher Numbers** report. Be sure to close out of this report after completing this task.
2. From the **Report** menu located on the left side of the computer screen, click on the **Payment Vouchers** option. The **ERS Payment Vouchers** input screen will then be displayed.
3. Select the correct fiscal year. (The NHRS fiscal year is July 1 through June 30.)
4. From the **Report** drop down box located at the top of the screen, select **Single Voucher**.
5. Complete the **Single Voucher Information** section by following the steps listed below:
 - Step 1:** From the **Voucher Report**, select the voucher number that corresponds to the reporting schedule date, which is always the 15th of the month; enter it into the **Voucher Number** field.
Example: Contributions from wages paid in January are due to NHRS no later than Feb 15th.
 - Step 2:** In the **Payment Method** field, enter the payment method. Payment may be made by check, wire transfer, or ACH.

Step 2: In the **Amount** field, enter the total amount of employer contributions for the respective type/plan.

Step 3: To verify, compare the total amount of employer contributions to the total contributions on the batch detail original or payroll report used to report monthly data.

8. Complete the **Payment Penalties** section. Payment penalties include any assessed penalty for submitting a late payment. Notification of a late penalty assessment will be sent to the employer by email. Complete this section, by following the steps listed below:

Step 1: In the **Voucher Number** field, enter the voucher number related to the penalty.

Step 2: In the **Amount** field, enter the amount being paid.

9. Complete the **Other** section. In the **Description** field of the **Other** section, employers may list any other monies due to NHRS, such as additional contributions or extra duty special pay. Complete this section by following the steps listed below:

Step 1: In the **Plan** field, enter the **Reported Plan**. Each plan should be listed on a separate line. Types of reported plans include:

- 1) Political Subdivision - Fire, Police, Teacher, or Employee
- 2) State - Fire, Police, or Employee

Step 2: In the **Amount** field, enter the payment amount.

Note: Tab out of the last entry to ensure proper calculation at the bottom of the page.

The amount in the **Total** field, located at the bottom of the screen, must equal the amount sent by wire transfer or ACH, or must equal the total of all checks accompanying the voucher.

Remitting Payments

Employers may make payments by check, wire transfer, or Automated Clearing House (ACH).

1. To make payments by **check**:

Mail printed voucher with check to:
New Hampshire Retirement System
PO Box 845666
Boston, MA 02284-5666

2. To make payments by **wire transfer** or **ACH**:

- **Run the report and print a copy for your records before checking “Email to Fund”. Once the “Email to Fund” box has been checked, you will no longer be able to print the report.**
- Check the “Email to Fund” box, located on the lower, left side of the ERS Payment Vouchers screen to automatically send the voucher to the NHRS Employer Reporting System. Once received by the Employer Services department, the information will be reconciled.
- For questions about a wire transfer or ACH, contact the NHRS Business Office at (603) 410-3522.