



**EMPLOYER ELECTRONIC DIRECT DEPOSIT (EDD)
 FOR INSURANCE DEDUCTIONS/SUBSIDY VENDOR PAYROLL**

SECTION I - REQUIRED INFORMATION FOR ACH DEPOSIT	
Vendor (SAU, Municipality, or Third Party Administrator):	
Financial Institution:	
Routing (ABA) Number:	Account Number:

SECTION II - CONTACT INFORMATION	
Primary Contact	
Name:	Title:
Email Address:	Phone:
Secondary Contact	
Name:	Title:
Email Address:	Phone:

SECTION III - TERMS - SIGNATURE REQUIRED	
<ul style="list-style-type: none"> Should the banking or contact information above need to change, please complete a new EDD form. A change in banking information will require another verification process and may result in the issuance of one live check. There is no fee charged by NHRS for EDD. NHRS is not aware of any bank or financial institution that charges its depositors for electronic direct deposit but will not be held responsible for any fees which may be charged to the vendor by their bank or financial institution. Transmission of the NHRS Insurance Deduction/Subsidy payment file will be completed no later than the last business day of each month. Actual deposit of funds is guaranteed forty-eight hours from NHRS file transmission, although the deposit may occur sooner. Documentation to verify the amount of the Insurance Deduction/Subsidy payment can be downloaded from the NHRS Secure Server by following a link provided by an NHRS Employee. That link will also be sent on the last day of the month via email. 	
I have read and agree to the Terms and Conditions identified above.	
Name: (Please Print)	
Signature	Date

SECTION IV - FOR NHRS USE ONLY		
Vendor Number:	Financial/Contact Info Entered By:	Date:

The New Hampshire Retirement System (NHRS) is governed by New Hampshire RSA 100-A, rules, regulations, and Federal laws including the Internal Revenue Code. NHRS also implements policies adopted by the Board of Trustees. These laws, rules, regulations, and policies are subject to change. Even though the goal of NHRS is to provide information that is current, correct, and complete, NHRS does not make any representation or warranty as to the current applicability, accuracy, or completeness of any information provided. The information herein is intended to provide general information only, and should not be construed as a legal opinion or as legal advice. Members are encouraged to address specific questions regarding NHRS with an NHRS representative. In the event of any conflict between the information herein and the laws, rules, and regulations which govern NHRS, the laws, rules, and regulations shall prevail.