PSERS

PUBLIC SCHOOL EMPLOYEES' RETIREMENT SYSTEM

UPDATING BANK ACCOUNT INFORMATION IN PAYER EXPRESS

ALL EMPLOYERS ARE RESPONSIBLE FOR UPDATING THEIR BANK ACCOUNT INFORMATION IN PAYER EXPRESS

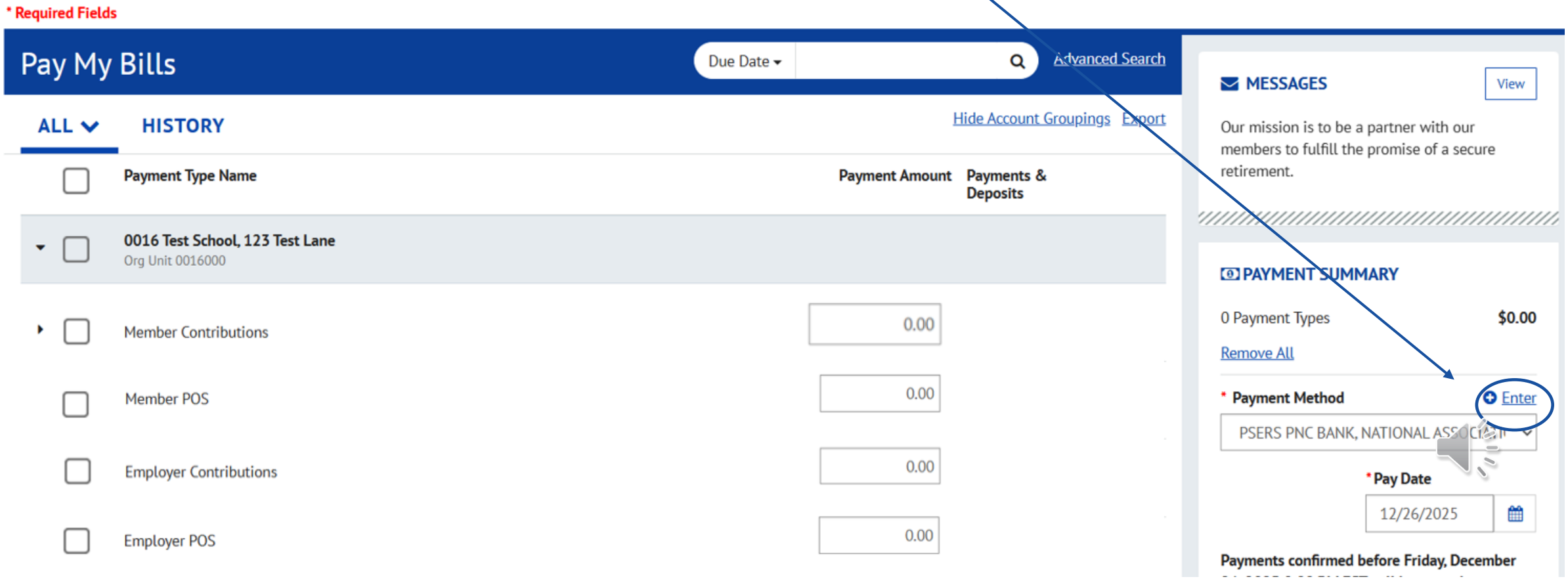
DEBIT BLOCKS/FILTERS

IF YOUR BANK HAS A DEBIT BLOCK OR FILTER ON YOUR ACCOUNT, YOU WILL NEED TO UPDATE IT

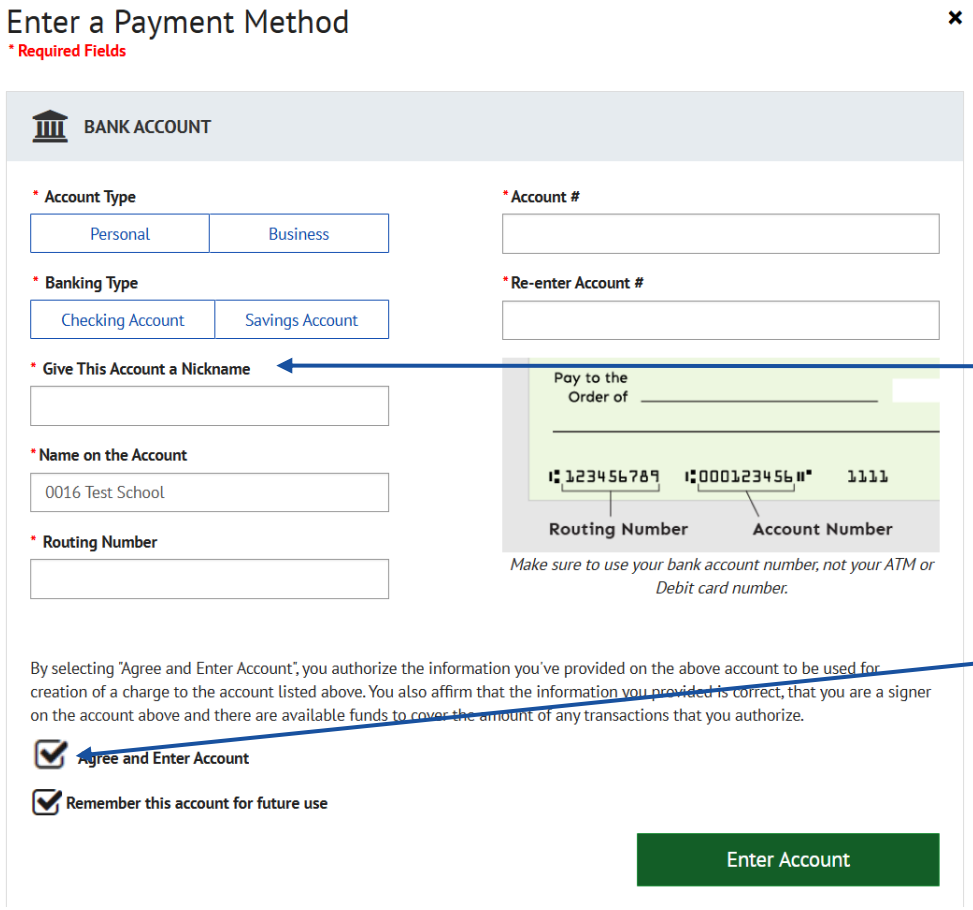
Beginning with your first payment in the Payer Express system, you will be required to use the new Company ID (Sender ID) of **9231739115**

INSTRUCTIONS TO UPDATE YOUR BANK ACCOUNT INFORMATION

To Update your Bank Account Information, click Enter.



INSTRUCTIONS TO UPDATE YOUR BANK ACCOUNT INFORMATION CONT'D



All fields are required to update the bank account information

If you have different bank accounts for Member and Employer, it is recommended to add Member and/or Employer to the Nickname

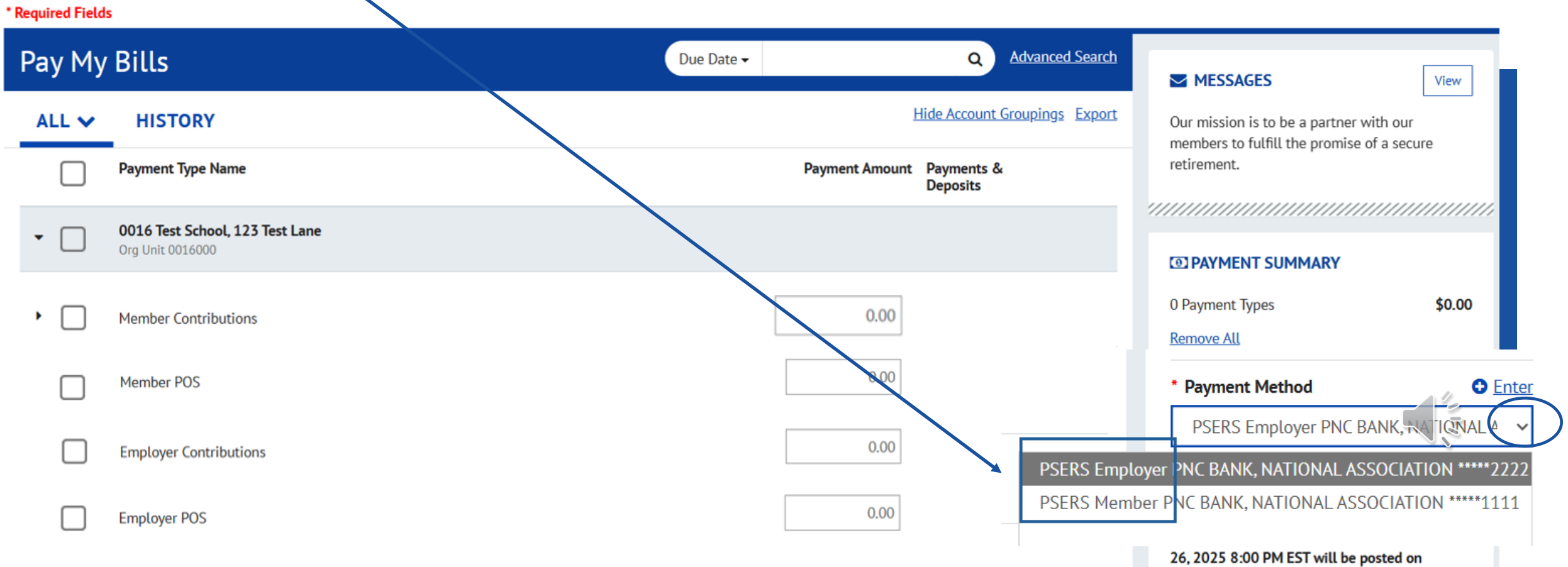
Check the Agree and Enter Account box

Click Enter Account

INSTRUCTIONS TO UPDATE YOUR BANK ACCOUNT INFORMATION CONT'D

Click the dropdown arrow to see the bank accounts that are currently set up.

Note the nicknames added to the bank accounts to differentiate between the two.



QUESTIONS???

If you have questions about the Payer Express system, contact PSERS' Employer Accounting section at RA-PSERSEMPACCT@pa.gov.

Someone from the Employer Accounting section will assist you.