

This form authorizes ING to add your bank account information to their system. ING will use the bank account information you provide to fund participant contribution data files and will only debit the amount you authorize when you complete your participant contribution data batch.

1. Employer information

Employer name		Employer contact name	
Street address		Contact telephone number	
City		State	Zip code

2. Employer authorization

I authorize ING to automatically debit the bank account listed below. I authorize and request the financial institution to accept any adjusting entries initiated by ING. I understand I may cancel this authorization at anytime by notifying ING in writing and that such change will become effective within 30 days of ING receiving the notification.

Authorized name	
Authorized signature	Date

3. Financial institution and account information

Name/title on account		
Name of financial institution		
Branch	Financial institution telephone number	
Street address		
City	State	Zip code
Account number	Routing number (Transit/ABA number)	

ACH Debit Authorization Instructions

A. Why MSRS needs ACH debit authorization

The *ACH Debit Authorization* form authorizes ING to add your bank account information to their system. ING will use the bank account information you provide to fund participant contribution data files and will only debit the amount you authorize when you submit payroll contribution data.

ACH debit funding eliminates any delay in processing the contribution file that would otherwise result from a manual transfer of funds from you, the employer.

Bank Information Changes

Please complete the *ACH Debit Authorization* form to notify MSRS of any changes to banking information.

B. Payroll contribution data submission process

The method that you will use to submit participant contribution data to ING on a per-pay period basis is a secure web-based tool called **Payroll Administration**. This application is located on ING's plan sponsor web site, Sponsor Connect.

Once you input or upload your participant contribution data batch in *Payroll Administration*, the application will perform a real-time edit against the existing population on the ING recordkeeping system and immediately inform you of any data issues that need to be resolved before your contribution batch will be processed. Once the data issues are resolved, *Payroll Administration* will automatically load your contribution file to the ING recordkeeping system to process overnight on the current business day if submitted prior to 3 p.m., Central time.

Using the bank account information that you have provided, this application will automatically initiate an ACH debit from your employer's bank account for the exact amount of the contribution batch that was processed. Typically, upon valid submission of a contribution file, the employer's bank account is debited within 1-3 business days.

Visit www.msrsinfo.com to learn more about the payroll submission process. A "Payroll Administration and Data Transfer User Guide" as well as a quick user guide are located under the Payroll Submission Process link.



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