

## Southwestern Ohio EPC

### Setup for Combining Payments

#### Classic State Software

Helpful information to convert your payroll deductions to a single transaction in USPS and one transaction from USAS

1. Use the same USAS memo vendor number (starts with 9 with 6 total characters, i.e. 900005) on all EPC deductions in USPSDAT/DEDNAM and flag them as electronic. The PAYMENT CYCLE should be M – monthly. If the board amount of the premium is on a separate, regular deduction type; that deduction needs to be an electronic payment with the same EPC memo vendor number.

Code: 500	Type: ANN	Name: NON CERT HEALTH SECTION 125
Required: _	Abbrev: HEALTH/N	W2 Abbrev: _____
<b>P A Y T O I N F O R M A T I O N</b>		
Vendor: _____	Name: ANTHEM BC/BS OH GROUP	Phone: (____) ____-____
	PAID BY ACH TO EPC	FAX: (____) ____-____
	Address: P.O. BOX 105673	Payment cycle: M
	ATLANTA _____, GA 60348-5673	Electronic Pmt: Y
		Suppress SSN/ID: S

2. When running PAYDED, select the following on the second screen:

Combine deductions by vendor number? (Y,N): Y

Here's an example of the PAYDED report

081553*	01/30/19	910273 -	REMIT VIA VENDOR PAYMENT	
	503	HEALTH INSURANCE		4,689.31
	504	DENTAL INSURANCE		.00
	505	VISION INSURANCE		.00
	601	UNUM LIFE INSURANCE		152.25
081553	TOTAL FOR	SOUTHWESTERN OH EPC		4,841.56

Any district submitting ACH for the FIRST time, send an email to the EPC to let them know what banking institution you use. The transfer of funds is done through your bank. The EPC provided their routing and bank account number in the instructions to their members. The total on PAYDED for the EPC is the amount you will transfer from your payroll bank account to the EPC bank account. The BRDDIS amount will be transferred from the USAS bank account. Using this method, you will have 2 payments to the EPC; one from your USPS bank account and the other from your USAS bank account. (It is the same process as your Medicare deduction transfers.)

Here's a link to the documentation for PAYDED - <https://wiki.ssd-ohio.org/display/usps/PAYDED+-+Payroll+Deduction+Report+and+Check+Processing>

Once the setup is complete, email both Connie Wright, [connie.wright@epcschools.org](mailto:connie.wright@epcschools.org) and Jean Ann Cloud, [jeanann.cloud@epcschools.org](mailto:jeanann.cloud@epcschools.org), when payments are processed. Include in the email:

1. the amounts and the date of your ACH payments
2. attach your monthly summary invoice