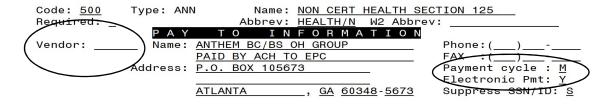# Southwestern Ohio EPC

## 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: _____
                        P A Y   T O   I N F O R M A T I O N
 Vendor: _____   Name: ANTHEM BC/BS OH GROUP          Phone:(___)___-____
                        PAID BY ACH TO EPC              FAX  :(___)___
               Address: P.O. BOX 105673                Payment cycle : M
                        _____        Electronic Pmt: Y
                        ATLANTA          , GA 60348-5673  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.ssdt-ohio.org/display/usps/PAYDED+-+Payroll+Deduction+Report+and+Check+Processing

 Once the setup is complete, email both Connie Wright, connie.wright@epcschools.org and Jean Ann Cloud, 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