

USING THE CREDIT REDISTRIBUTION FORM

General Information

Use this form to redistribute previous payments. Do **not** attach a payment. To make a payment, use the appropriate Payment Advice form (DRS F 136 R 9/11, DRS F 137 R 9/11, DRS F 398 01/12 or DRS F 398 9/11).

A receivable balance is reflected in the Balance Due column on your Statement of Account Activity. If the balance due is a credit (your payment was **greater than** the invoice amount) it will be reflected with a negative sign to the right of the number, for example, **\$10.00-**. You may apply all or part of a credit balance to any debit balance (your payment was **less than** the invoice amount). The applied credit may cover only a part of the amount owed. You may apply other credits to the remaining receivable balance, using separate lines. You may redistribute credits between systems and/or plans.

If you have questions about distributing a previous payment or completing this form, please call the DRS Accounts Receivable Unit at (360) 664-7200, option 1, or toll free at 1-800-547-6657, option 6, then option 1; or contact Employer Support Services at (360) 664-7200, option 2, or toll-free at 1-800-547-6657, option 6, then option 2.

Completing the Form

Employer Name | Enter your organization's name as shown on your Statement of Account Activity.

Organization Number | Enter your Organization Number as shown on your Statement of Account Activity; e.g., 9999.

Reporting Group | Enter your DRS Reporting Group as shown on your Statement of Account Activity; e.g., 5000. If you have entries for more than one Reporting Group, list each Reporting Group individually in a separate box.

From To | Use the **FROM** column to document the current location of the credit balance. Use the **TO** column to document where you want DRS to apply the credit.

System & Plan | Enter the letter code of the applicable system as indicated on the front page of this form; e.g., T for TRS. Enter a 1, 2 or 3 for the applicable plan. (Example—T2.)

Reporting Period or Invoice Number | Enter the 8-digit unique Invoice Number for DRS generated invoices or the 6-digit month-year invoice number used for the transmittals; e.g.; 012012 for January 2012, as shown on the Statement of Account Activity.

Payment Number | Enter the payment number; e.g., check, warrant, or electronic fund transfer (EFT) number, corresponding to the receivable showing a credit balance on the Statement of Account Activity.

Amount | Enter the amount you are moving expressed as a positive number. Do not use brackets or other symbols.