State of Washington
Department of Retirement Systems

Clear Form

Employee Authorization for ePay

This form authorizes employees to use the Department of Retirement Systems (DRS) Electronic Payment (ePay) application to submit payment information. The ePay application debits the employer's account, per the employer's electronic payment advice, for monies due to DRS. A new form must be submitted each time a user is added or deleted.

Once the authorization process has been completed, DRS will send a confirmation to the employer. If an employee is already authorized to use other DRS eServices, the employee will see ePay available as a new service the next time they login. If an employee does not already have access to eServices, DRS will send the employee an electronic confirmation that includes a logon ID and a temporary password.

The employer may revoke an employee's authorization at any time by completing the appropriate section below.

Employer Name	Employer's DRS Organization ID
Employer Contact Name	Employer Contact Phone Number

ADD

Employee Name (please print)	Employee E-Mail	Employee Phone Number	Authorization Type
			Retirement ☐ Deferred Compensation ☐
			Retirement ☐ Deferred Compensation ☐
			Retirement ☐ Deferred Compensation ☐

I hereby authorize DRS to grant the access requested for employees listed above and remove access for employees listed below. With my signature below, I declare that I am an authorized signer on the employer's bank account.

Signature

Name (please print) | Title | Date

DELETE

Employee Name (please print)	Authorization Type
	Retirement ☐ Deferred Compensation ☐
	Retirement ☐ Deferred Compensation ☐
	Retirement ☐ Deferred Compensation ☐

Return completed form to DRS:
P.O. Box 9018
Olympia, WA 98507-9018

Toll-Free: 1-800-547-6657, Ext. 47256
Olympia Area: (360) 664-7256

DRS Use Only

Trust Accounting: Initials _____ Date _____

Employer Support Services: Initials _____ Date _____