



## EMPLOYEE AUTHORIZATION FOR EPAY

PO Box 9018 Olympia, WA 98507-9018 ♦ www.drs.wa.gov  
 Toll Free: 1-800-547-6657 x47256 ♦ Olympia Area: 360-664-7256 ♦ TTY: 360-586-5450

This form authorizes employees to use ePay to submit payment information. ePay allows the Department of Retirement Systems (DRS) to debit the employer's account according to the employer's electronic payment advice. A new form must be submitted each time a user is added or removed.

Once the authorization process is complete, DRS will send confirmation to the employer. If an employee is already authorized to use other eServices, ePay will be available as a new service the next time they log in. If an employee does not 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 DRS Organization ID
Employer Contact Name	Employer Contact Phone Number (    )

### ADD

Employee Name	Employee E-mail	Employee Phone Number	Authorization Type
		(    )	<input type="checkbox"/> Retirement <input type="checkbox"/> Deferred Compensation
		(    )	<input type="checkbox"/> Retirement <input type="checkbox"/> Deferred Compensation
		(    )	<input type="checkbox"/> Retirement <input type="checkbox"/> Deferred Compensation

### REMOVE

Employee Name	Authorization Type
	<input type="checkbox"/> Retirement <input type="checkbox"/> Deferred Compensation
	<input type="checkbox"/> Retirement <input type="checkbox"/> Deferred Compensation
	<input type="checkbox"/> Retirement <input type="checkbox"/> Deferred Compensation

I authorize DRS to grant ePay access for employees listed in the Add section, and remove access for employees listed in the Remove section. With my signature below, I declare that I am an authorized signer on the employer's bank account.

Name	Title
Signature	Date

Return completed form to DRS: PO Box 9018 Olympia WA 98507-9018  Toll free: 800-547-6657 Ext. 47256 Olympia Area: 360-664-7256	<b>DRS Use Only</b>  <b>Trust Accounting:</b> _____    _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Initials</span> <span>Date</span> </div> <b>Employer Support Services:</b> _____    _____ <div style="display: flex; justify-content: space-around; width: 100%;"> <span>Initials</span> <span>Date</span> </div>
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