Clear Form

ePay User Authorization

This form authorizes employees to use ePay to submit payment information.

Send completed form to:
Department of Retirement Systems
PO Box 9018 • Olympia, WA 98507-9018

employersupport@drs.wa.gov
800.547.6657, opt. 6 & 2 or ext. 47256
360.664.7200 • TTY: 711

ePay allows the Department of Retirement Systems (DRS) to debit an employer's account according to the employer's electronic payment advice.

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 the employee logs in. If an employee does not have access to eServices, DRS will send the employee an electronic confirmation that includes a login ID and a temporary password.

The employer may revoke an employee's authorization for ePay at any time by completing the appropriate section below. If you want to revoke an employee's authorization to other eServices, please contact Employer Support Services.

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

Add

Employee Name	Employee Email	Employee Phone Number	Authorization Type ☐ Retirement Plan ☐ Deferred Compensation
Employee Name	Employee Email	Employee Phone Number	Authorization Type ☐ Retirement Plan ☐ Deferred Compensation
Employee Name	Employee Email	Employee Phone Number	Authorization Type ☐ Retirement Plan ☐ Deferred Compensation

Remove

Employee Name	Authorization Type ☐ Retirement Plan ☐ Deferred Compensation
Employee Name	Authorization Type ☐ Retirement Plan ☐ Deferred Compensation
Employee Name	Authorization Type ☐ Retirement Plan ☐ 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 I am an authorized signer on the employer's bank account.

Name	Title
Signature	Date

DRS Use Only

Trust Accounting _____ _____
Initials Date

Employer Support Services _____ _____
Initials Date

DRSE196