

Using the Payment Advice Form

Employer Name	Enter your organization's name as shown on your <i>Statement of Account Activity</i> .
Reporting Group	Enter your DRS reporting group as shown on your <i>Statement of Account Activity</i> ; e.g., 5000. If you have payments for more than one reporting group, use a separate form for each reporting group.
Check or JV Number	Enter the check, journal voucher (JV) or other payment document number. A single payment document may be used for more than one reporting period. The check or JV number must be listed for each applicable reporting period. Each check or JV number should be listed separately with each check total equaling the amounts listed on all payment advice's.
System and Plan	Z1 is the system and plan code assigned to represent the Higher Education Supplemental Benefit Fund. This payment advice form will only be used to report payments designated to this fund.
Reporting Period	For transmittals, use the reporting period month and year; e.g., 01/12 for January 2012.
Amount	Enter the amount being paid for this reporting period.
Total	Enter the total amount on each page.

Example Use of a Payment Advice form

Check or JV Number	System and Plan	Reporting Period (mm/yy)	Amount—List Each Check Individually
1001	Z1	01/15	\$1,500.000
1002	Z1	02/15	\$1,000.00
Total			\$2,500.00