

Deferred Compensation Program (DCP) **Payment Advice**

This form is for employers to use to report Deferred Compensation Program (DCP) payments to DRS.

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

www.drs.wa.gov 800.547.6657, option 6 and then option 3 360.664.7000, option 1 • TTY: 711

Instructions

Detailed instructions and an example showing how to fill out this form are on the back of this payment advice. Please don't use staples, paperclips or tape.

Employer Information				
Name			Reporting Group	
DCP Contributions				
Check or JV No.	Reporting Period (mm/yy)	Version	Individual Check Amount	
			Total for This Page	



Instructions

Submit payments to DRS using the following forms:

- Plans 1 and 2 Payment Advice
- Plan 3 Payment Advice
- Deferred Compensation Program (DCP) Payment Advice
- Higher Education Retirement Plan (HERP) Payment Advice

These forms are in the Forms section on the Employer website.

Use this form for payments only. To redistribute a previous payment, use the <u>Credit Redistribution</u> form.

Employer Information: Enter your organization's name as it appears on your Statement of Account Activity. If you have more than one Reporting Group, use a separate form for each Reporting Group number.

DCP Contributions:

- Check or JV No.: A check or journal voucher (JV) number must be listed for each applicable reporting period or invoice number. A single payment document may be used for more than one reporting period or invoice number.
- **Reporting Period:** For transmittals, use the reporting period month and year (for example, "01/21" for "January 2021").
- **Version:** Enter the reporting pay period version (1 of 1, 1 of 2, or 2 of 2).
- **Amount:** Enter the amount being paid against each reporting period.
- Totals: Enter the check amount totals. If you use more than one page, please total each page separately.

Example Use of Payment Advice Form

DCP Contributions				
Check or JV No.	Reporting Period (mm/yy)	Version	Individual Check Amount	
123	01/21	1 of 2	100.00	
134	01/21	2 of 2	102.25	
			Total for This Page \$202.25	