

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 [Credit Redistribution](#) 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.

Check or JV No.: A check or journal voucher (JV) number must be listed for each applicable reporting period. A single payment document may be used for more than one reporting period.

System/Plan: "Z1" is the Higher Education Supplemental Benefit Fund's system and plan code. This form is used to report only payments designated for this fund.

Reporting Period: For transmittals, use the reporting period month and year (for example, "01/21" for "January 2021").

Amount: Enter the amount being paid against each reporting period.

Total: Enter the payment amount total. If you use more than one page for a payment item number, please total each page separately.

Example Use of Payment Advice Form

HERP			
Check or JV No.	System/Plan	Reporting Period (mm/yy)	Individual Check Amount
123	Z1	03/21	100.00
134	Z1	12/21	102.25
			Total for This Page
			\$202.25