

10. System: *Enter the 8-digit Notice # on the Transmittal Shortage Statement.*
EMPLOYER: _____ #
11. System (repeat): *You entered _____ . Press # to accept or * to correct and reenter.*
12. System: *Enter the Pension Payment Amount, or enter zero then #.*
EMPLOYER: \$ _____ . _____ #
13. System (repeat): *You entered ___ dollars and ___ cents. Press # to accept or * to correct and reenter.*
14. System: *Enter the Contributory Insurance Amount, or enter zero then #.*
EMPLOYER: \$ _____ . _____ #
15. System (repeat): *You entered ___ dollars and ___ cents. Press # to accept or * to correct and reenter.*
16. System: *Enter the SACT Amount, or enter zero then #.*
EMPLOYER: \$ _____ . _____ #
17. System (repeat): *You entered ___ dollars and ___ cents. Press # to accept or * to correct and reenter.*
18. System: *Enter the Tax Sheltered Annuity Amount, or enter zero then #.*
EMPLOYER: \$ _____ . _____ #
19. System (repeat): *You entered ___ dollars and ___ cents. Press # to accept or * to correct and reenter.*
20. System: *Your TOTAL PAYMENT AMOUNT is _____ dollars and _____ cents.
To accept and receive your Reference Number, press 1.
To correct and reenter all amounts again, press 2.*
EMPLOYER: **1# - CONTINUE WITH PROMPT #21.**
2# - RETURN TO STEP #8.
21. System: *Thank you. Your payment has been accepted. Your reference Number is _____.
Repeating, your reference Number is _____.*
22. System: *To continue, press 1. To disconnect, press 2.*
EMPLOYER: **1# - (RETURN TO STEP #3).**
2# - (DISCONNECT) THANK YOU FOR CALLING THE TEPS PROGRAM.

For assistance at anytime, please contact the TEPS Helpline at 1-888-835-3345, from 9:00 am to 7:00 pm EST/EDT.

**STATE OF NEW JERSEY
DIVISION OF PENSIONS AND BENEFITS
ELECTRONIC FUND TRANSFER (EFT) PROGRAM
for PENSION REMITTANCES
SYSTEM INSTRUCTIONS
EFT “QUESTION AND ANSWER” SECTION**

1. Do I still report cents if the amount is even dollars?

Yes, reporting cents is required, even with zero. You do not enter any key for the decimal. The system will automatically assume the cents based on your entry. (Example: You enter 10000. The system will repeat the entry as “one hundred dollars”.)

2. What is the purpose of the 5-digit REFERENCE NUMBER at the end of the call?

The 5-digit Reference Number is a system-generated value to confirm each completed payment amount. It also assists in locating the payment information when an inquiry or research is necessary. Please make note of this number for each payment reported and retain for your records.

3. How do I establish my Password on the first call into the system.

On your first call, enter an initial Password value of ‘0000’ at the prompt. The system will automatically prompt you to change this initial and temporary value to a 4-digit numeric Password of your choice. Once your selected 4-digit Password has been recognized and confirmed, you must make a note of your selection.

4. How do I change my selected Password?

You may change your Password value at any time and as often as you wish. At step #6, select the ‘Password change’ option, then follow along as prompted. You must enter the current Password to successfully establish a new Password.

5. What is the purpose of the cancellation feature?

The CANCELLATION option allows you to cancel any payment reported earlier that day, and may be used if you find any portion of the report is in error. Your cancellation must be completed by 5:30 pm EST/EDT on the same day the payment was made. You need only the payment’s 5-digit Reference Number to perform the cancellation. A new Reference Number will be supplied upon confirmation of your cancelled payment. The cancelled payment must be re-reported in its entirety before 5:30 pm EST/EDT.

6. What can I accomplish with the inquiry feature?

The INQUIRY feature permits a complete review of a particular current day payment as well as any prior payments made up to 60 days earlier. Date and time of original call, as well as specified settlement date, can be confirmed through a payment inquiry.

7. What is the procedure for changing my registration information (i.e. financial institution ABA or account number, etc.)?

Submit a copy of your original *TEPS Employer Authorization Form* with the appropriate amendments. Or call the TEPS Helpline and request a new *TEPS Employer Authorization Form*. Submit this form with the modified information and the “notice of change” box marked to: P.O. Box 17305, Newark, NJ 07101-7194.