


East Lake Tarpon Special Fire Control District

	<i>SOP 131 Pension Fund “ACH” Transfers</i>	
	Implementation Date: 11/2005	Revision Date(s): 11/2005
		Reviewed Date(s):
	Forms or Attachments: None	

PURPOSE: To deposit a designated dollar amount to the Departmental sponsored Chapter 175 Pension on a monthly basis.

PROCEDURE: The Departmental Financial Administrator or his/her designee must “LOG” onto the Departmental financial institution website via Departmental sponsored internet provider. The financial Institution direct screen will appear.

Click “Account Access – Click to Launch”.

Welcome Screen will appear.

Click “ACH”.

Click “Consumer Tag”.

Click “Direct Deposit”.

Click “Select”.

Click “Create Payment”.

Proceed to designated payee site. Put the date that you would like the transfer to occur in the “Effective Date” area.

Put dollar amount of transaction into the “Amount Field” area.

Click “Save Wire”.

Click “Submit”.

Once transaction has been processed,
Click “History” to check status of transaction.