



PAYMENT OPTIONS

Employers must remit payment for member contributions to STRS Ohio no later than five business days after each pay date. If a school's employer share is **not** paid through the state foundation program, the employer must also pay employer contributions directly to STRS Ohio within five business days. Penalties and interest may be assessed for late payments.

Preferred Method — Direct Debit

The preferred method to remit contribution payments is direct debit. To submit a payment through direct debit:

1. Log in to Employer Self Service (ESS) using your user name and password.
2. Click on "Make a Payment" in the banner menu at the top of the home page.

For step-by-step instructions on bank account setup and making direct debit payments, refer to the ESS Instructions or online tutorials on the STRS Ohio Employer Website.

Other Methods

While STRS Ohio encourages the use of direct debit, you can also submit payment through ACH credit or wire transfer, or by check. Remember, STRS Ohio must receive payment no later than five business days after each pay date. If paying by check, allow time for mail and delivery services.

ACH Credit or Wire Transfer

To submit a payment through ACH credit or wire transfer:

1. Contact your bank to initiate payment.
2. Provide your bank with the STRS Ohio bank routing number (042000314) and the bank account number (71570166). STRS Ohio uses Fifth Third Bank in Cincinnati. Be sure to include XX followed by your four-digit STRS Ohio employer number in the description line of the transaction.
3. Send STRS Ohio information about the contribution payment using one of the following methods:
 - Submit an online cash remittance via the employer website; or
 - Mail or fax a completed *Cash Remittance* form (available on our website) to STRS Ohio at 614-227-4683.

Checks

Include your four-digit STRS Ohio employer number on the check.

1. Mail checks to the STRS Ohio lockbox:

STRS Ohio
P.O. Box 631135
Cincinnati, OH 45263-1135

Checks sent to STRS Ohio via **overnight, certified mail or any other delivery method** requiring a signature should be mailed to:

Fifth Third Bank
Wholesale Lockbox
M.D. 1MOC1Q
Box 631135
5050 Kingsley Drive
Cincinnati, OH 45227

2. Send STRS Ohio information about the contribution payment using one of the following methods:
 - Submit an online cash remittance via the employer website; or
 - Mail or fax a completed *Cash Remittance* form (available on the employer website) to STRS Ohio at 614-227-4683. The check and form may be mailed together.