Clear Form

WASHINGTON STATE
Department of
Retirement Systems

Credit Redistribution

This form is used by employers to redistribute previous payments.

Send or email completed form to:
Department of Retirement Systems
PO Box 9018 • Olympia, WA
98507-9018 • drs.ar@drs.wa.gov

www.drs.wa.gov • 800.547.6657
360.664.7000 • TTY: 711

Instructions

This form lets us know how you want to use credits you have on your Current Account Activity screen in the Employer Reporting Application (ERA) portal. Credits show up on your Current Account Activity page with a negative sign. Credit balances often mean data from your report was rejected and should be fixed before you move any money. Once you've confirmed any rejections have been fixed, then the credit can be moved to a report period and plan with a debit balance. See the second page for more instructions regarding each field of the table below.

If you still have questions about distributing a previous payment or completing this form, please call the DRS Accounts Receivable Unit at 360-664-7864, or 800-547-6657 ext. 47864; or contact Employer Support Services at 800-547-6657 option 6, then option 2.

To make a payment, use the appropriate Payment Advice form (DRS F 136, DRS F 137, DRS F 127 or DRS F 398) or use the ERA portal.

Employer Information

Employer Name					Employer ID			
Retirement System	PERS = P	TRS = T	SERS = E	PSERS = N	LEOFF = L	WSP = S	Judicial = J	HERP = Z
Report Group								
Prepared By			Phone Number			Date		

Credit Redistribution (continued on the back)

From (Credit)			To (Debit)		
System and Plan	Reporting Period or Invoice Number	Reference Note	System and Plan	Reporting Period or Invoice Number	Amount

D R S M S 1 3 9

From (Credit)			To (Debit)		
System and Plan	Reporting Period or Invoice Number	Reference Note	System and Plan	Reporting Period or Invoice Number	Amount

Summary

How to Complete the Form

Employer Name	Enter your organization's name as shown on your Current Account Activity Report.
Employer ID	Enter your Employer ID as shown in the Employer Reporting Application (after you log in, go to: Employer Management > View Employer Profile > Employer Information).
Report Group	Enter your DRS Report Group as shown in the Employer Reporting Application (after you log in, go to: Employer Management > View Employer Profile > Report Groups). If you have entries for more than one Report Group, list each one individually in a separate box.
From **To**	Use the **From** column to document the current location of the credit balance. Use the **To** column to document where you want DRS to apply the credit.
System & Plan	Enter the letter code of the applicable system as indicated on the front page of this form; for example, T for TRS. Enter a 1, 2 or 3 for the applicable plan. (Example—T2.)
Reporting Period or Invoice Number	Enter the 8-digit unique Invoice Number for DRS-generated invoices or the 6-digit month-year invoice number used for the transmittals; for example, 012012 for January 2012, as shown on the Current Account Activity Report.
Reference Note	Enter employee payment number, employee name, Social Security number, or other identifying information corresponding to the receivable showing a credit balance on the Current Account Activity Report.
Amount	Enter the amount you are moving expressed as a positive number. Do not use brackets or other symbols.

For DRS Use Only

Processed by (DRS Account Manager)	Date