Single One-Time ACH Payment

The payment website can be accessed two ways to make a one-time payment.

New Mexico Educational Retirement Board (NMERB) website https://www.erb.nm.gov, or

1. Click Financial Overview



2. Click Make a Payment



enter the URL into a Browser https://www.e-billexpress.com/ebpp/NewMexicoERB.

- 3. Enter the 7-digit Payroll File (PF) Number
- 4. Enter PF Number and Confirm Payroll File (PF) Number

* The Payroll File (PF) Number is provided on the service purchase agreement and overpayment letter, or you can obtain the PF number by calling the NMERB call center at 1-(800)-663-1919. <u>A current service</u> <u>purchase agreement that has not expired must be in place prior to making a payment</u>.



5. Click the **I'm not a robot** box

- 8. Complete the following required fields:
 - Name Your First and Last Name

- Phone Your Telephone Number
- Email Your Email Address

0

- Payment Amount Enter the amount you will be paying
- Payment for Select the type of payment you will making from the drop down box, Options 1-10

(Click on 🗹 to add comments	
I	Payment For	~
	Select Option 🗸	
	Select Option	
	01-Withdrawn Service Buyback	Enter
	02-Non-Reported	~
	03-Allowed: Out-of-State	·
	04-Allowed: In-State	
	05-Unused Sick Leave	
	06-Allowed: Military	m
	07-Overpayment – Death	
	08-Overpayment – Return to Work	
	09-Beneficiary Change	
	10-Other – See Comments	
_		

Home				
*Name	* Phone	Mobile +	* Payment Amount	
	*Email		Payment For Select Option	 ✓ I
			* Payment Method	● <u>Enter</u>
			* Pay	/ Date
			6/	21/2024
			Service Purchase Agreement	Number

9. Click • next to **Payment Method** to add your ACH payment information.



- Account Type (Select One)
 - o Personal
 - o Business
- Banking Type (Select One)
 - Checking Account
 - Savings Account
- Name on the Account
- Routing Number
- Account Number
- Re-enter Account Number

Enter a Payment Method *Required Fields

Personal	Business			
inking Type		*Re-	-enter Account #	
Checking Account	Savings Account			
			Routing Number	Account Numb
		Ma	ke sure to use your bank ac Debit car	count number, not you d number.

×

Enter a Payment Method *Required Fields

* Account Type		*Account #
Personal	Business	000123456
* Banking Type		* Re-enter Account #
Checking Account	Savings Account	000123456
*Name on the Account		Pay to the
Alice Johnson		Order of
* Routing Number		
123456789		1. 15342P.19. 1. 00075342P.1. 1777
		Routing Number Account Number
		Make sure to use your bank account number, not your ATM or Debit card number.
By continuing this action, y to the account listed above above and there are availa	you authorize the informa e. You also affirm that the Ible funds to cover the am	ion you've provided on the above account to be used for creation of a charge nformation you provided is correct, that you are a signer on the account ount of any transactions that you authorize.

- 10. Click **Enter Account** (this will take you back to the Home Screen to complete the remaining required fields).
 - Pay Date Enter today's date or a future date.
 - Enter your 5-digit Service Purchase Agreement number, if applicable.

11. Click Continue to Payment.

ERB uired Fields				Home
ome				
Name	* Phone		* Payment Amount	
Alice Johnson	(505) 123-4567	Mobile 🗸	\$	950.00
	Alternative Telephone Number	Alternative Telephone Number		
	(505) 123-4567	Telephone 🗸	01-Withdrawn Service Bu	yback 🗸 🍠
	* Email		* Payment Method	• Ente
	alice.johnson@erb.nm.gov		BANK OF AMERICA N A **	***3456
	-		* Pa	y Date
			6	/21/2024
			Service Purchase Agreement	Number
			12345	
			€ Continue	e to Payment

- 12. Click **Make Payment** once you have verified all entered information is correct. <u>Be sure to</u> <u>verify the payment amount that will be withdrawn from your account</u>.
 - If there is information that needs correcting, click **Cancel** and it will take you back to the Home Screen.

* Required Fields		Hom	e	€ <u>Exit</u>
Verity Payment Definition Definit	* Payment Method Enter BANK OF AMERICA N A *****3456 *Payment Date 6/21/2024 PM MST will be posted on Friday, June 21, 2024. M MST will be posted on Monday, June 24, 2024.	Payment Terms & Conditions These terms and conditions govern your use of "Service"). As used in these Terms, the words "w affiliate). The words "you" and "your" refer to you the Service. The words "you" and "your" also incl behalf. 1. Erroneous Instructions. If we receive a payme erroneous in any way, we shall have no obligati 2. Transaction Limitations. Please be aware that numbers of transfers or withdrawals that may b would exceed such limits, so we recommend yo imoosed on withdrawals from any acount. If we	the Internet Bill Presentment and Payment Service (e," "us," and "our" refer to Wells Fargo Bank, N.A. (or it u as the business entity accepting these Terms and u lude any user you authorize to use the Service on yo ent instruction authorized by you and the instruction ion or liability for the error. t certain types of bank accounts have limits on the se made per month. Your bank may refuse transfers v u check with your bank to determine what limitation to deter who the other the amount required to cover	the ; sing ur is vhich is are an
*Name Alice Johnson By checking this box you agree to the terms and co By clicking the Make Payment button I, Alice Johnson account ending in *****3456 in the amount of 950.00 If you have any questions regarding this transaction	anditions stated above. n, confirm that today, Friday June 21, 2024, I am authorizin to be remitted to New Mexico ERB. This debit will occur o request, please call 505-585-3510.	Print Terms and Conditions Email alice.johnson@erb.nm.gov alice.johnson@erb.nm.gov ag a one-time debit from my Checking on or after Friday.June 21, 2024.	Phone (505) 123-4567 Make Payment <u>Cancel</u>	•
* PAYMENT DETAILS				Export
Statement Date Date Due PAYROLL FILE (PF) NUMBER 1234567	Service Purchase Agreement Number	Amount Due	Payment Amount Payment For	
	12345	950.00	950.00 01-Withdrawn S 🗸 🗹	

13. Confirmation of payment will be generated and you will receive an email of the confirmation.
If you click Log Out it will take you back to the One-Time Payment Screen.

Confirmation

Thank You! Your payment has been made.

Print Confirmation Page	Payment Date	6/21/2024
	Payment Method	BANK OF AMERICA N A
Alice Johnson	Total Payment	\$950.00

Payments confirmed before Friday, June 21, 2024 6:00 PM MST will be posted on Friday, June 21, 2024. Payments confirmed after Friday, June 21, 2024 6:00 PM MST will be posted on Monday, June 24, 2024.

If you have any further questions about payments to New Mexico ERB, please contact our office at 505-602-9009 .

Payroll File (PF) Number	Confirmation #	Payment Amount
1234567	3100211639	\$950.00

Return to Home Log Out