

# Summary of Monthly Payroll Report



Regular     Supplemental

Please Note: This form does not calculate percentages or contributions.

City Information		
<b>City Number</b>	<b>City Name</b> <i>(required)</i>	<b>Report for the Month/Year</b> <i>(required)</i> /

## City Certification

I certify this to be a true and complete report of the payroll information required by the Texas Municipal Retirement System for the above named city.

Signature of Authorized City Contact *(required)* \_\_\_\_\_ Title \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_

Remittance	Employee Deposit Rate	No. of Participants	Gross Earnings	Gross Earnings × Employee Deposit Rate	TMRS Use Only Employee Deposit Rate
<b>1. EMPLOYEE:</b> Totals from Employee Contributions Report (Form TMRS-2)					
<b>2. MUNICIPALITY:</b>			Municipal Contributions		
<b>A. MUNICIPAL CONTRIBUTIONS:</b> (Current Month) _____ percentage of Employee Gross Earnings (Line 1)			+		
<b>B.</b> Interest on late contributions (if postmarked after 15th)			+		
<b>C.</b> ADD any remittance short for month of _____ (explain below)**			+		
<b>D.</b> SUBTRACT any remittance over for month of _____ (explain below)**			-		
<b>E.</b> ANNUITY SUPPLEMENTS Account of Endowment Fund (if applicable)			+		
<b>F.</b> MERGER TRUST Account of Endowment Fund (if applicable)			+		
<b>G. TOTAL MUNICIPAL CONTRIBUTIONS</b> (Total of A, B, C, D, E, F)			<b>SUBTOTAL =</b>		
<b>3. TOTAL REMITTANCE SUBMITTED WITH THIS REPORT</b>			<b>TOTAL =</b>		

\*\* Explanation for adjustments (sections C or D): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### For TMRS Use Only

Member Deposits Updated By \_\_\_\_\_ Date (MM/DD/YYYY) \_\_\_\_\_



## SUMMARY OF MONTHLY PAYROLL NOTES

The Summary of Monthly Payroll form serves as a summary of employee contributions, a guide for computing the municipal contributions, and a certification by the authorized city official of the completeness and correctness of the Monthly Payroll Report.

### HOW PREPARED

The report must include the name of the city, the TMRS city number, and the month and year of the monthly report. The “remittance” section should be completed, by line, as follows:

1. Totals from the Employee Contributions Report form should be entered on this line.
2. The city’s contributions (*must equal Gross Earning X Employee Deposit Rate*):
  - A. The city’s contribution rate should be entered in the blank provided in front of the % symbol. The amount that results from applying this rate to the employee gross earnings (line 1 - Gross Earnings column), should be entered in the Municipal Contributions column (*Gross Earning X Municipal Contribution Rate*).
  - B. Interest on late contributions:

Participating municipalities must pay to TMRS both member contributions and municipality contributions before the 16th day of the month following that for which the deductions are required to be made, or TMRS must collect interest. A report is considered late if it is postmarked after the 15th of the following month. Late interest continues to accrue daily until the report is received. Late interest will be calculated on the past-due amounts at an annual rate that is the total of the system’s investment return assumption for the preceding calendar year, plus two percent. Once the payroll report is received in our office, TMRS will send out a letter notifying the city of the late charges accrued.
  - C. Enter the amount of any remittance short on city contributions for a prior month in the Contributions column. List the month in which the shortage occurred and make a detailed explanation in the space provided at the bottom of the form. An adjustment to employee contributions should not be made on this line. If adjustments need to be made on an employee please contact TMRS prior to making any adjustments.
  - D. The same as C, except for over remittance.
  - E. Any contribution made by the city to the Annuity Supplements account should be entered on this line. A contribution to this account must be previously authorized by TMRS.
  - F. Any contribution made by the city to the Merger Trust account should be entered on this line. A contribution to this account must be previously authorized by TMRS.
  - G. This line should contain the city’s total contribution and should be the sum of lines A, B, C, E, and F, less the amount in D.
3. This line should contain the sum of employee and city contributions (Lines 1, 2G) and should equal the total remittance made with the Monthly Payroll Report.

### MISCELLANEOUS INFORMATION

- The Employee Contributions Report form must accompany the TMRS-3.
- ***Please contact the TMRS office at 1-800-924-8677 for instructions to submit your Monthly Payroll Report electronically.***

### WHEN AND BY WHOM PREPARED

This form is to be completed and signed by the authorized city official and must be forwarded, as part of the complete Monthly Payroll Report, to the office of the Texas Municipal Retirement System, before the 16th day of the month following that for which the deductions are required to be made. Payment is considered timely if transmitted by First-Class United States mail, postage prepaid, and postmarked no later than the 15th day of the month in which the payments are due.

### REMITTANCE

The remittance, covering employee and municipal contributions, must equal Line 3 of the “remittance” section and be forwarded with the Monthly Payroll Report, before the 16th day of the month following that for which the deductions are required to be made. The remittance should be made by check (no cash) and should be payable to the Texas Municipal Retirement System.

### SPECIAL NOTES

The following forms should be submitted to TMRS at the earliest possible date to expedite processing and should not be held with the Monthly Payroll Report if at all possible:

- New Member forms
- Member Change forms
- All Beneficiary Designation forms