



TEXAS MUNICIPAL RETIREMENT SYSTEM

INSTRUCTIONS FOR SUBMITTING THE REPORT OF PARTICIPANTS DEDUCTIONS (TMRS-2) ELECTRONICALLY

The following are the specifications for submitting monthly deposit reports (TMRS-2). If there are any questions regarding acceptable formats please contact TMRS and we will do our best to try and accommodate you.

Preferred Format: TMRS will accept data in the form of a ASCII text file. In using this format, please layout columns in the order that it is explained in the data table below. Create files with **Member Data** only and please do not include Column Headings and Totals.

Alternate Formats: If you are unable to generate the data in the preferred format, other formats may be acceptable, including Microsoft Excel, Lotus 123, or Quattro Pro. Most accounting/payroll software will provide for "exporting" data in one of these formats. In using this format, please layout columns in the following order listed below:

Position	Data
Column A 1-5	<u>City Number</u> - your five digit city number, with leading zeroes, if possible (e.g., 00123, 12345)
Column B 6-14	<u>Social Security Number</u> - member's social security number, with no dashes, if possible (e.g., 444556666, 012345678)
Column C 15-22	<u>Current Month's Salary</u> – Member's total gross salary for the current month in dollars and cents with no dollar sign, no decimal point, right-justified, zero filled, if possible. (e.g. a salary of \$1,632.56 would appear as 00163256)
Column D 23-29	<u>Current Deposit</u> – Member's amount deducted and being reported as a positive amount for the month in dollars and cents, with no dollar sign, no decimal point, right-justified, zero filled, if possible. (e.g., a deposit of \$123.45 would appear as 0012345)
Column E 30-62	<u>Member's Name</u> - the member's full name. Preferred format is last name, first name, middle initial. (e.g., Johnston, IV, Larry P.)

If you cannot comply with this format please contact TMRS to work out an alternate format. **Please note** that if you do use an alternate format it is very important that you be consistent and submit your files in the same format every month.

Special Requirements and Considerations

1. Since the deposits are updated based on the social security number provided on the submitted report it is vital that this field be correct.
2. Please verify that there are no duplicate or missing social security numbers. Also, please verify that the sum of the current months salary field as well as the sum of the deposits field agree with the amounts reported on the TMRS-3 (Summary of Monthly Payroll Reports) form.
3. Hard-copy listings are no longer required.
4. We ask that if at all possible the city keep a backup of reported information so that the information can be resubmitted if problems arise such as shipping damage, etc.
5. Please be **consistent with the format of your data each month**. We can adjust for slightly differing formats of the data on a city by city basis, but only if it is consistent from month to month.
6. When saving your file, please be sure the filename ends with an appropriate extension for the type of file being submitted (for example, '.csv', '.txt', '.xls', '.wks', '.wq1', etc.).

7. Your TMRS monthly report will not be deemed received by TMRS until the signed TMRS-3 and check (or ACH electronic payment) have been received.
 - a. If you have ACH set up, fax the TMRS-3 to **512-476-5576**.
 - b. If you do not have ACH set up, you must mail the check and TMRS-3 to:

**Texas Municipal Retirement System
P.O. Box 149153
Austin, Texas 78714-9153**

If a carrier other than the U.S. Postal Service is used then ship to the following address:

**Texas Municipal Retirement System
1200 North Interstate 35
Austin, Texas 78701-4332**

The complete monthly report and/or TMRS-3 must be postmarked by the 15th day of the month. The sooner the report is received in our offices the better.