



# TMRS

## Summary of Monthly Payroll Report

### CITY INFORMATION

City Number

City Name

Report for the Month / Year

### 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.

X

Signature of Authorized City Official (Required)

Title

Remittance	NUMBER OF PARTICIPANTS	GROSS EARNINGS	CONTRIBUTIONS	TMRS Use Only
1. EMPLOYEE: Totals from Employee Contributions Report (Form TMRS-2)				
2. MUNICIPALITY:				
A. MUNICIPAL CONTRIBUTIONS: (Current Month) _____ % of Employee Gross Earnings (Line 1)		+		
B. Interest on late contributions (if postmarked after 15 <sup>th</sup> )		+		
C. ADD any remittance short for month of _____ (Explain below)*		+		
D. SUBTRACT any remittance over for month of _____ (Explain below)*		-		
E. ANNUITY SUPPLEMENTS Account of Endowment Fund (If Applicable)		+		
F. MERGER TRUST Account of Endowment Fund (If Applicable)		+		
G. TOTAL MUNICIPAL (Total of 2-A, B, C, D, E, F) Subtotal =			=	
3. TOTAL REMITTANCE SUBMITTED WITH THIS REPORT		Total =		

### \*EXPLANATION FOR ABOVE ADJUSTMENTS:

### For TMRS Use Only:

Entered By

Date

Member Deposits Updated By

Date

Texas Municipal Retirement System  
P.O. Box 149153 Austin, Texas 78714-9153  
(512) 476-7577 (800) 924-8677  
www.tmrs.com TMRS-3 Revised 12-2001



## 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 Employees Contribution Report form should be entered on this line.
  2. The city's contributions:
    - 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.
    - 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. Any report that is received late that does not include the late charge will have late interest assessed and applied. Late interest continues to accrue daily until the report is received. Late interest will be based on 2% above the rate TMRS paid in interest for the previous year calculated at the daily interest factor for a 365-day year. The interest rate for the current year is sent to the city in early January each year, along with the city's rate letter for that year.
    - 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 end of the form. An adjustment to employee contributions should not be made on this line.
    - 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 & should be the sum of lines A, B, C, E & 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 not 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.
- All payments received in our office postmarked the 16th or later must include the late interest payment. Late interest will accrue daily until the report and payment are received in our office.

## 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