Employee Contributions Report

TMRS®
Texas Municipal Retirement System

City Information		
City Number	**City Name** *(required)*	**Report for the Month/Year** /

Social Security Number (A)	**Gross Earnings** (B)	**Retirement Contribution** (C)	**Member's Name** *(Last, First, Middle)* (D)

EMPLOYEE CONTRIBUTIONS REPORT NOTES

- The purpose of the form TMRS-2 is to report monthly gross earnings and retirement deductions for each employee covered by TMRS.
- The employee's information must be provided every month and may be reported by
  – completing the form TMRS-2; or
  – providing TMRS with a report submitted by modem, magnetic tape, floppy disk, or printed report.

PREPARING A PRINTED REPORT

- The report must include the name of the city, the TMRS city number, and the month and year of the monthly report. The report should be sorted in ascending order by member last name or social security number.
- **Column A (Social Security Number)** should reflect each employee's social security number. ***Deposits cannot be properly allocated without the correct social security number.***
- **Column B (Gross Earnings)** should reflect the gross monthly earnings which include:
  - overtime;
  - non-reimbursed allowance (i.e., lodging, fuel, car, uniform or other allowances provided in lieu of money); *and*
  - any amounts by which compensation may have been reduced by adoption of benefit plans included in IRS provisions [i.e., Section 125 or Section 457 plans].
- **Column C (Retirement Contribution)** should reflect the actual amount of retirement deductions taken from the employee's monthly gross earnings.
  - The deductions reported in this column should be 3%, 5%, 6%, or 7% of the amount reported in Column B. (The percentage rate is determined by city ordinance.)
  - All contributions made by employees are **tax deferred**. This means that an employee pays federal income tax on their gross earnings **less** the amount contributed to TMRS. ***Please remember that Social Security (if any) should be deducted separately from the member's gross salary before deducting TMRS contribution.***
- **Column D (Member Name)** should reflect the names of the covered employees in the following format: "last name, first name, middle initial".

NOTE: *Each page should reflect accumulated totals for both columns "B" and "C". The grand total should be reflected only on the final page and is carried forward to the TMRS-3 (summary of Monthly Payroll Report).*

NOTE: *The reports should be submitted electronically, typed or prepared in black ink.*

PREPARING A REPORT BY MAGNETIC TAPE OR FLOPPY DISK

- For those cities electing to provide information on members' contributions each month on magnetic tape or floppy diskette rather than by printed report, we request that you contact our office for specific instructions regarding the preparation and transmittal of your monthly report.

WHEN TO TRANSMIT THE REPORT

- The report is to be mailed to the TMRS office as part of the Monthly Payroll Report. These forms should be received before the 16th day after the end of the calendar month for which deductions are being reported. Payment is considered timely if transmitted by 1st class mail, postage pre-paid, and postmarked not later than the 15th day of the month that payment is due.