



BRAD HENRY  
GOVERNOR

August 29, 2006

**TO:** PAYROLL/FINANCIAL OFFICERS AND/OR SCHOOL SUPERINTENDENTS  
**FROM:** LYNDA BENNETT, SYSTEMS OPERATION MANAGER  
**SUBJECT:** FY2007

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We have updated the Summary of Payroll Report (Form TRS32), the Tax-Sheltered Annuity Report (Form TRS42), as well as the Personal Data (1A Enrollment/Change Form) under "Schools & Agencies" on our website: [www.ok.gov/TRS](http://www.ok.gov/TRS). We have added some features to the forms that we hope will be beneficial to you.

On Form TRS32, if you complete it on the website before printing, which we encourage you to do, once you have entered all the amounts on Lines 1 through 5, the total will show on Line 6; as you enter the check amounts below, the "Check Total" will also be displayed in the lower right-hand corner of the form. The total of the checks must match the total on Line 6. On Form TRS42, simply enter your check numbers and amounts below and the total will display in the box above for "Total Deposits for Month."

We would like to also encourage you or your employees to complete the 1A Enrollment Form on the website. It will help lower the incidence of errors when our staff keys the personal information for our members. Forms will still need to be printed and signed. Once you have keyed the social security number on the first page, it will automatically fill in that same number in the social security number field on the Designation of Beneficiaries page.

As soon as we have made changes for the 2006-2007 Payroll Officer Handbook, it will also be available on the website for you to print.

Employee contribution rates for the 2006-07 school year will remain at 7% of regular annual compensation. The grant matching rate increased to 7% beginning July 1, 2006. Enrolled House Bill 1179, (EESIP) increases the employer statutory contribution rate from 7.05% to 7.6%, effective January 1, 2007. This increase applies to all remitting schools and agencies except four-year regional and comprehensive universities. The rate increase applies to all employee payrolls for the month of January. The employer contribution rate is scheduled to increase to 7.8% for the 2007-08 school year and 8.0% for school year 2008-09, and thereafter. The contribution rate for four-year universities will remain at 7.05%.

Please note that employer statutory contributions for TRS retired members who are employed in any capacity by the school must be remitted on a monthly basis; do not wait until the end of the year. That rate is the same as that for currently contributing members. That amount must be recorded separately from currently contributing members; please enter it on Line 4b of the Summary of Payroll Report Form TRS32 and provide social security number, name, compensation for that month, and contribution amount for each individual.

Please do not combine fiscal years on the same remittance report; make separate reports. For example, if you have an August report for fiscal year 2006, i.e. for your teachers, the Summary of Report Form TRS32 should have 2005-06 for the school year, August 31, 2006 for the pay period, (always use the last day of the month) and it will be report number 1. If you have another August report for fiscal year 2007, the school year will be 2006-07, the pay period will again be August 31, 2006, and the report number will be 2.

Other than the summer months, which will overlap in this way, please try to have one report for every month. There are times when you will have a supplemental payroll and you can send in another report, listing it as report number 2. If you submit reports for more than one month, you may send them in the same envelope. Keep in mind that it doesn't matter when you actually run your payroll process, be sure to put on the Form 32 the month for which it was intended. We would also like to request that you not use staples; paper clips are preferable. We do not keep your check stubs, so you may tear them from the checks and dispose of them or keep them for your records.

We want to again remind you can send us your detail through our website under "Remittance Reporting," rather than sending a diskette through the mail. Even if you now send your detail EFT, you may want to utilize this feature. You will need to have a password, 8 characters long, which includes at least 2 numbers and 2 letters. The remaining 4 characters may be more numbers, more letters or symbols. The letters need to be mixed upper and lower case and should not show a connection to your school or agency, for security purposes. Once you have created a password, please call so that we can set up your account.

If you send a diskette, we would like to suggest that you put it in a diskette mailer or a 6" X 9" bubble envelope and enclose it in the same envelope with your reports. Label the diskette with your school name, district code, and report date. Please do not wrap it in checks or the report document. Once the reports are received in our office, the diskettes go to one desk for loading and processing and the checks and reports go to another for receipting. If you do not protect the diskette when mailing it, it oftentimes gets damaged going through the postal machines.

Please do not hesitate to contact us if you have any questions or concerns, or if you need help completing any of the forms. We can be reached at 521-2387 or toll free at (877) 738-6365. You may also call me 521-4726.

Sincerely,

Lynda Bennett  
Systems Operation Manager