

TMRS E-bulletin

FOR CITIES

SPECIAL E-Bulletin for City Correspondents and Payroll Personnel

December Payroll Deadline Reminder

Remember -- your **December 2015** monthly payroll report must be submitted to TMRS **no later than January 15, 2016**.

It is very important that you make this deadline. If it is missed, two things will happen:

- Your city will receive a late interest assessment, and
- Late reports will affect estimates contained in the 2015 Member Annual Statements and delay the processing of December 2015 retirements

If you have already submitted your December 2015 payroll report, **thank you very much!** Also, please remember that your 2016 city contribution rate takes effect with the **January 2016 monthly report**, which is due to TMRS no later than February 15, 2016.

If we can provide assistance or answer any questions you may have, please do not hesitate to contact us at 800-924-8677.

Send Ordinance Changes to TMRS ASAP!

Any city that has adopted an ordinance to adopt or change TMRS provisions, including Annuity Increases (COLAs) or Updated Service Credits, **to be effective January 1, 2016, must provide a copy of the ordinance to TMRS immediately**. TMRS sends an acknowledgment upon receipt of ordinances. If you have not yet transmitted your ordinance to TMRS, or if you have transmitted an ordinance and have not yet received an acknowledgment of receipt, contact us ASAP. Please call or e-mail LaShelle Ruiz at 800-924-8677 or lruiz@tmrs.com.