

SPECIAL E-Bulletin for City Correspondents and Payroll Personnel

This short e-bulletin is just a friendly reminder that your *December 2013* monthly payroll report must be submitted to TMRS *no later than January 15, 2014*.

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 2013 Member Annual Statements and delay the processing of December 2013 retirements

If you have already submitted your December 2013 payroll report, *thank you very much!* Also, please remember that your 2014 city contribution rate takes effect with the **January 2014 monthly report**, which is due to TMRS no later than February 15, 2014.

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, 2014, 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 La Shelle Ruiz at 800-924-8677 or lruiz@tmrs.com.

NOTE - Previously issued e-bulletins are posted in the E-Bulletin section under the Publications page on the TMRS Website.