

SPECIAL E-Bulletin for City Correspondents

Year-End Payroll Reminder

This is just a friendly reminder that your *December 2011* monthly payroll report must be submitted to TMRS *no later than January 15, 2012*.

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

- Your city will be assessed a late penalty
- Late reports will affect estimates contained in the 2011 member annual statements and delay the processing of December 2011 retirements

If you have already submitted your December 2011 payroll report, *thank you very much!* Also, please remember that your 2012 city contribution rate takes effect with the **January 2012 monthly report**, which is due to TMRS no later than February 15, 2012.

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

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