

SPECIAL E-Bulletin for City Correspondents and Payroll Personnel

Year-End Payroll Reminder

This short e-bulletin is just a friendly reminder that your *December 2012* monthly payroll report must be submitted to TMRS *no later than January 15, 2013*.

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
- Retirement estimates contained in the 2012 member annual statements will be affected, and processing of December 2012 retirements will be delayed

If you have already submitted your December 2012 payroll report, *thank you very much!* Also, please remember that your 2013 city contribution rate takes effect with the **January 2013 monthly report**, which is due to TMRS no later than February 15, 2013. A 2013 Contribution Rate reminder letter will be mailed to each city's correspondent shortly after January 15.

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

Send Ordinances Immediately!!

If your city has adopted an ordinance changing TMRS provisions, to be effective January 1, 2013, send TMRS a copy of the ordinance right away! If you have already sent in your ordinance and have not received an acknowledgment from TMRS, please call or e-mail La Shelle Ruiz at 800-924-8677 or lruiz@tmrs.com ASAP.

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