

## Content

A city's monthly contributions report to TMRS must include the following information for each employee:

- **Social Security Number** (no dashes)  
Enter all nine digits, including zeroes.
- **Gross Compensation and Employee Contributions** (no dollar sign)  
Enter as dollars and cents with decimals.

## Format

- Use the exact column headers as shown below.

Column Header	SocialSecurityNumber	GrossCompensation	EmployeeContributions
Example	444556666	4509.12	1201.01

## File Types

Contribution reports can be filed by CSV (.csv) or Excel (.xls or .xlsx).

Have questions or need assistance? Contact City Services at 800-924-8677 or email [cityportal@tmrs.com](mailto:cityportal@tmrs.com).

### Contact TMRS

800-924-8677  
Fax • 512-476-5576

### Website

tmrs.com

### Mailing Address

P.O. Box 149153  
Austin, TX 78714-9153