

APERS SCHOOL REMITTANCE FORM INSTRUCTIONS

****Specific agency forms are available on the APERS website****

Contributions must be accompanied by a remittance form and submitted within 10 days of each payroll processing date or interest for delinquent contributions will be due.

Step 1: Complete the following sections of the form:

- Name of Agency
- Agency Number
- Payroll Cycle
- Reporting Month
- Payroll Processing Date

Processing of your remittance will be delayed if these spaces are not completed.

Step 2: Enter the check/warrant number, the EE Contributions, ER Contributions and Total.

- A separate remittance form must accompany the checks/warrants submitted for each payroll processing date. ONLY include the checks/warrants that are ACTUALLY being mailed.
- List each check/warrant submitted for the payroll processing date separately, entering the check/warrant number, the Employee contributions and the Employer contributions.
- Total the Employee Contributions of all warrants/checks for the payroll processing date and place in the "Total Remittance Submitted" space under "Employee Contributions".
- Total The Employer Contributions of all warrants/checks for the payroll processing date and place in the "Total Remittance Submitted" space under "Employer Contributions".

**** Effective January 1, 2012, all Employers must include the earnings, ER contributions and hours worked for DROP/Retired members employed by their agency. ****

Step 3: Use the Remittance Reconciliation section of the Remittance Form to determine whether you have paid the correct employer and employee contributions.

- The Employee Contributions (Total salary of contributory employees for the payroll processing date times 5%) should go in the space for "Remittance Reconciliation Employee Contributions". This is designated by (1).
- The Employer Contributions (Total salary of ALL employees for the payroll processing date times 4%) should go in the columns for "Remittance Reconciliation Employer Contributions". This is designated by (2).
- The "Total Remittance Due" should be the total of (1) and (2) and should be entered in the "Total Remittance Due" space.

Step 4: Balance Remittances Due and Submitted

The "Total Remittance Due" should match the "Total Remittance Submitted". If **out of balance**, please submit an **explanation** in the "Explanation of Adjustments" section.

The Reporting Official must sign the Remittance Form and include email address and telephone number.