



# Reminder

**Route to:**

- Authorized Agent
- Asst. to A.A.
- Personnel/H.R.
- Data Processing
- Payroll Dept.
- Accounting/Finance
- Other

## Reporting payments for members enrolled in the Tax-deferred Payroll Deduction Program (TPDP)

November 2006

Designate the payment as a TPDP payment

When reporting payments for members enrolled in TPDP, please remember to:

- **Designate the payment as a separate TPDP payment**

TPDP payments are a separate transaction from your monthly deposit report. All TPDP payments should be designated as TPDP **regardless of the type of service the member is purchasing**. If you are paying online, make sure to click the link labeled Tax Deferred Payroll Deduction (TPDP). If you are using govONE EFT pay-by-phone, you should code all member TPDP payments with the payment code of "020."

**Example:** You have seven members who are enrolled in TPDP. Five are purchasing past service credit, and two are paying for Early Retirement Incentive. You would click on Tax Deferred Payroll Deduction (TPDP) if paying online, or choose **payment code 020 if paying by phone**, and then enter the *total* of the seven deductions.

**Note:** TPDP payments are separate from Voluntary Additional (VA) contributions. TPDP payments should never be coded as VA01, and VA contributions should not be included in TPDP payments.

- **Submit your payment on time**

To make sure members receive proper credit for their purchase of service, and your Form 3.12 shows an accurate remaining balance, please make your TPDP payments on time. TPDP payments are due to IMRF on the 10th of the month **after** the month you have made the deductions.

**Example:** You receive your Form 3.12 and figure your deductions for March. **IMRF must receive this amount no later than April 10th.**

- **Send IMRF Form 3.12 before your bank account debit date**

If you are submitting a **different amount** than what is stated on your Form 3.12, you should return Form 3.12 to IMRF **before** the bank account debit date of your payment. If the amounts are not different, you do not need to return Form 3.12.

**Example:** IMRF sends you Form 3.12 with an amount due of \$580.00 for the month of February. You send in a payment of \$500.00 because one of your employees who was enrolled in TPDP terminated employment. We need to have your completed Form 3.12 before we receive your payment, or we cannot accurately distribute your payment among your members' accounts.

To ensure that we receive your corrected Form 3.12 prior to your payment, please fax the form to IMRF at 630-368-5398. If you choose to mail your corrected Form 3.12, please mail it no later than one week prior to the bank account debit date of your payment.

IMRF must receive your payment by the 10th of the month

Send Form 3.12 before your bank account debit date

### Questions?