



Employer's Report of Adjustments to IMRF Earnings

IMRF Form 3.20 (Rev. 5/06)

EXHIBIT 4E

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Please file corrections promptly, especially in those instances where the member has terminated participation and has applied for a benefit.

- 1.** Use this form only to correct your Monthly Report of IMRF Member Earnings and Contributions.
If you never withheld contributions for a member because he or she was incorrectly classified as a non-member when first hired **and** the member was never reported to IMRF, please **complete a Form 6.05** for the member.
- 2.** Obtain your file copy of the Monthly Report of Member Wages and Contributions for the month(s) you wish to adjust:
 - a. Enter on this form the monthly earnings and contributions you previously reported
 - b. Then enter on this form the correct monthly earnings and contributions

Was a member reported for the wrong plan?

If a member was reported for the wrong plan, e.g. a SLEP member was reported as Regular, you would:

1. Delete the wages for the wrong plan (change them to "0")
2. Enter the wages for the correct plan

Current or Prior Year?

Current year:

For reporting purposes, "current year" refers to the present calendar year. When correcting IMRF wages or contributions, adjustments (Form 3.20) must be received by February 10th of the year following the calendar year being adjusted to appear on the Member's Statement of Account.

Adjustments received after February 10th will appear on the member's statement in the year the adjustment is processed.

For example, an adjustment to year 2006 wages must be received by February 10, 2007 to have the adjusted wages and contributions appear on the member's year 2006 Member Statement.

Prior year:

"Prior year" refers to any year before the current year.

Were correct wages reported on the W-2?

Check "yes" if any additional earnings were treated as tax deferred on the W-2, that is, the earnings were reduced by the Regular plan 4.50% (SLEP 6.50% prior to June 1, 2006 and 7.5% on or after June 1, 2006, ECO 7.50%) member contributions.

IMRF will treat the member contributions as tax deferred, that is, subject to federal income tax when they are returned as a refund, pension or death benefit.

Check "no" if any additional earnings were not treated as tax deferred on the W-2, that is, the earnings were not reduced by the Regular plan 4.50% (SLEP 6.50% prior to June 1, 2006 and 7.5% on or after June 1, 2006, ECO 7.50%) member contributions.

IMRF will treat the member contributions as previously taxed, that is, not subject to federal income tax when they are returned as a refund, pension, or death benefit. (If the W-2 was incorrect, you may need to file a W-2C with the IRS.)

Check "not sure" if you don't know how any additional earnings were treated or if the correction involves any situation other than the two described above.

How do you make a payment or take a credit?

After you submit the 3.20 to IMRF, **wait until you receive a charge or credit advice before you make payment or take a credit.** The charge or credit advice we send you will show you the amount of contributions payable by your governmental unit and by the member.

The total amount is charged to your employer's IMRF account and is payable by your governmental unit within 30 days of receiving the charge advice. If payment is not received within 30 days of the charge advice, interest will accrue.

If member contributions are due to IMRF, your governmental unit would collect the contributions from the member. If member contributions are due to the member, your governmental unit should refund them to him or her.

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ILLINOIS MUNICIPAL RETIREMENT FUND

EXHIBIT 4E

Suite 500 2211 York Road Oak Brook, IL 60523-2337 1-800-ASK-IMRF (1-800-275-4673)

EMPLOYER'S REPORT OF ADJUSTMENTS TO IMRF EARNINGS

Use this form to correct earnings and/or contributions that were previously reported on the IMRF Monthly Report of Earnings & Contributions.

(See instruction page for directions.)

If this is an adjustment for a prior year, were corrected wages reported on the employee's W-2 for the *adjusted* year?

| Employer Name | | | | | | Employer IMRF Number | | | | | | | | | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|------|-----------------|-------|------------------|----------------------|----------|---------------------|----------------|---------------------|----------------|--------------|----------|------|--|
| City of Anywhere | | | | | | 0 9 9 9 9 | | | | | | | | | |
| Employee | | | | | Report to Adjust | | Earnings | | Contributions | | Yes | No | Not Sure | | |
| Social Security Number | | | Name Last | First | MI | Year | Month | Previously Reported | Correct Amount | Previously Reported | Correct Amount | | | | |
| 123 | 45 | 6789 | Brown, Mary | A. | | 06 | FEB | -0- | 1,500.00 | -0- | 67.50 | X | | | |
| 321 | 67 | 8945 | Houston, Robert | D. | | 03 | FEB | 892.00 | 982.00 | 40.14 | 44.19 | X | | | |
| <p>You can submit wage report adjustments online via the secured Employer Access area of IMRF's web site, www.imrf.org</p> <p>Refer to Section 2, paragraph 2.90.</p> | | | | | | | | | | | | | | | |
| Give reason for adjustment: | | | | | | | | \$ 892.00 | \$ 2,482.00 | \$ 40.14 | \$ 111.69 | | | | |
| FOR IMRF USE ONLY | | | | | | | | | | | | | | | |
| (1) EE omitted from monthly report | | | | | | | | | | | | | | | |
| (2) EE's earnings & deductions reported incorrectly. | | | | | | | | | | | | | | | |
| Authorized Agent's Signature <i>Annie Agent</i> | | | | | | | | Date 5/19/06 | | | | | | | |
| FOR IMRF USE ONLY | | | | | | | | | | | | | | | |
| Prepared By: | | | Date | | | Audited By: | | | Date | | | Approved By: | | Date | |

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