



ILLINOIS MUNICIPAL RETIREMENT FUND

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

IMRF MONTHLY DEPOSIT SUMMARY

(SEE INSTRUCTIONS ON REVERSE SIDE)

EMPLOYER I.D. NUMBER:
09999

REPORT DUE DATE: **6/10/09**

REPORT DUE DATE:

1,000

REPORT MEDIA TYPE: CD-ROM

PAID DURING:

5/2009

SECTION 1

PLAN	MEMBER WAGES	MEMBER CONTRIBUTION	RATE	EMPLOYER CONTRIBUTION	EMPLOYER MINIMUM CONTRIBUTION:	TOTAL CONTRIBUTIONS BY PLAN
	\$ 8,078.00	\$ 363.51	10.04%	\$ 811.04		\$ 1,174.55
<p>If your employer has Internet access, you must submit wage and contribution detail files online via the Employer Access area of IMRF's website, www.imrf.org. The online Wage Reporting function creates the Monthly Deposit Summary for you.</p>						
<p>If your employer does not have Internet access and you mail your wage detail via CD-ROM, you have to complete a paper Form 3.10, "Monthly Deposit Summary," and return it with your CD-ROM.</p>						
<p>You must submit payments electronically via First Data - Government Solutions Electronic Funds Transfer (EFT), by phone or online. Refer to Paragraph 4.23C.</p>						
					TOTAL DUE FOR THIS REPORT	\$ 1,174.55

SECTION 2 DEPOSIT DUE

All Payments must be made via First Data - Government Solutions by phone or online. If not, the employer will be subject to a **\$25 processing fee.**

IMRF OUTSTANDING ADVICES:

ADVICE NUMBER	ADVICE AMOUNT
_____	\$ _____
_____	_____
_____	_____

2. TOTAL: \$ _____

3. TOTAL DEPOSIT DUE: \$ **1,174.55**
(LINE 3 IS LINE 1 +/- LINE 2)

5. REMARKS: _____

6. Albert Agent
SIGNATURE OF AUTHORIZED AGENT

5/31/09
DATE

Paul Parise
FIELD REPRESENTATIVE

City of Anywhere
Albert Agent, City Clerk
123 Main Street
Anywhere, IL 60000

Section 1**A. ENTER IMRF MEMBER WAGES AND CONTRIBUTIONS, AND EMPLOYER CONTRIBUTIONS BY PLAN**

For each **plan** shown (except VA01, see next paragraph), enter the IMRF member wages and contributions paid during the month to all employees working in IMRF member positions. This should be the grand total of all page totals shown on your detail wage report (IMRF Form 3.11). Section 3 of the *Manual for Authorized Agents* describes IMRF member earnings and IMRF member positions.

For the VA01 plan, enter only member contributions. Do not enter member wages or employer contributions.

B. TOTAL CONTRIBUTIONS BY PLAN

For each plan shown, add the Member Contribution and the Employer Contribution for the Total Contributions by Plan.

C. TOTAL DUE FOR THIS REPORT — LINE 1

Enter the grand total of each plan listed under Total Contributions by Plan.

Section 2

All payments must be made via First Data - Government Solutions by phone or online. If not, the employer will be subject to a **\$25 processing fee**. When making the phone or online EFT payment, be sure to report any additional payments (e.g., Advice payments, TPDP contributions, ERI costs) separately from your payment for monthly contributions.

A. OUTSTANDING ADVICES — LINE 2

Use Line 2 to list additions or subtractions from the total contributions due. These amounts are sent to you on IMRF documents such as charge or credit advices, reports of audit, etc. **CAUTION** - Line 2 should be used to explain payments or credits for an employer contribution and **should not** be used to explain corrections made to a member's account. Use IMRF Form 3.20, "Employer's Report of Adjustments to IMRF Earnings," to correct a member's account.

B. MAIL REPORT TO REACH IMRF BY THE 10TH OF THE MONTH

- The Authorized Agent should sign Form 3.10 and mail the white copy to IMRF, Suite 500, 2211 York Road, Oak Brook, IL 60523-2337, along with a completed copy of IMRF Form 3.11. Form 3.10 and payment should reach IMRF by the 10th day of the month.
- If Form 3.11 is not completed, submit payment to IMRF via First Data - Government Solutions via phone or online. This will avoid interest charges. When Form 3.11 is complete, mail it with Form 3.10 as soon as possible.

You can also transmit your wage and contribution information online via the secure Employer Access area of IMRF's website, www.imrf.org. For information on requesting an Employer Access account, visit www.imrf.org/employers/about_access.htm

C. PENALTIES FOR LATE PAYMENT

- Interest will be charged on contributions which remain unpaid after the 20th.
- Please make every effort to observe the due date in order to avoid interest charges and to ensure prompt payment of all IMRF benefit claims.