

Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook, IL 60523-2337 Service Representatives 1-800-ASK-IMRF www.imrf.org

GENERAL MEMORANDUM

Number:

496

Date:

August 15, 2002

To:

Authorized Agents

Subject:

Form 3.10, Monthly Deposit Summary, added to IMRF's Employer Access area

We are excited to add IMRF Form 3.10, Monthly Deposit Summary, to the secure Employer Access area of IMRF *Online*. With this addition, employers need no longer mail Form 3.10 to IMRF with payments.

Now submit all wage reporting files, forms, and payments to IMRF electronically. Here's an overview of IMRF wage reporting steps with the electronic solution listed in the center and

where you can learn more at right:

Wage Reporting Steps

- Prepare your Detailed
 Wage Report and
 Contribution information
- 2 Mail detailed information to IMRF (usually magnetic media, diskette, Form 3.11)
- 3 Complete Form 3.10, Monthly Deposit Summary
- 4 Mail Form 3.10
- 5 Make payment to IMRF
 - If adjustments are needed, complete and mail Form 3.20, Report of Adjustments to IMRF Earnings

Electronic or Web Solution

Generate detailed data file using IMRF's AERS software* (Software free upon request and customized for each employer.)

Submit detailed data file through Employer Access (Immediate file troubleshooting and printable record.)

Complete and submit Form
3.10 through Employer Access
(Process requires you to indicate payment method: EFT, check, etc.)

Make payments using EFT system—no more checks (No charge to use IMRF's new telephone EFT system. Available since July 1, 2002.)

Complete and submit Form 3.20 through Employer Access

Getting Started

Call Technical Services Manager Max Fierer at 630-368-5346 to request your copy of version 2.1

Obtain an IMRF Online
Employer Access account
by submitting Form 2.80**.
Your account information
will be mailed to you.
If you already have an
account, the Authorized
Agent will automatically
have access to these
functions.

Complete and submit Form 3.00**. When your EFT account is ready, you will receive instructions and can make payments using this system.

- * AERS software refers to IMRF's Automated Employer Reporting System software. Version 2.1 is the most current version and was released in February 2001.
- ** IMRF forms listed in this memo are available at www.imrf.org or upon request from 1-800-ASK-IMRF (1-800-275-4673), Monday through Friday, 7:30 A.M. to 5:30 P.M.

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To read more about IMRF wage reporting, payments, or Employer Access, visit the employer area of IMRF *Online* at www.imrf.org/employers/employer_homepage.htm and look for the appropriate links. Be sure to check under "Employer News" for more recent postings.

For **technical support** in using the AERS software, call Technical Services Manager Max Fierer at 630-368-5346 or Pam Arndt at 630-706-4211.

If you have any **comments or questions about IMRF wage reporting and payment procedures**, please call IMRF's Member Services Unit at 1-800-ASK-IMRF (1-800-275-4673), 7:30 A.M. to 5:30 P.M., Monday through Friday.

Sincerely,

Louis W. Kosiba Executive Director.