



# Illinois Municipal Retirement Fund

Suite 500 2211 York Road Oak Brook IL 60523-2337

Service Representatives 1-800-ASK-IMRF

## SPECIAL MEMORANDUM

**Number:** 280

**Date:** January 8, 2002

**To:** Employers who report wages and contributions detail on reel tapes

**Subject:** Eliminating reel tapes as acceptable magnetic media  
beginning with March 2002 wage report (submitted in April 2002)

If you are not responsible for submitting IMRF wage reports, please forward this memo to the appropriate individual. Our records indicate that you currently submit your wage reporting detail file via reel tape. Because of changing technology, the reel tapes will soon be obsolete. Beginning with your March 2002 wage reports—which you will submit in April 2002—IMRF will no longer accept wage reporting files on reel tapes.

### Alternative methods of wage report submission

**1) Employer Access area of IMRF Online ([www.imrf.org](http://www.imrf.org)).**

This method is economic because you no longer need to purchase reel tapes or incur postage expense. To use this method, you need an Employer Access account. Once established, you transmit the same detailed file that you submitted on reel tape through the secured Employer Access area using the link called “Transmit Wage Reporting Detail.” The “Transmit Wage Reporting Detail” screens have been designed to “walk you through” the process.

**2) Diskette**

IMRF does not return diskettes.

**3) Magnetic Media (34xx cartridge)**

IMRF accepts only 34xx cartridges. Unless requested, IMRF does not return tape cartridges.

### Submitting Form 3.10, “Monthly Deposit Summary”

As with the reel tapes, you will continue to mail your paper IMRF Form 3.10, “Monthly Deposit Summary,” with your payment or wire transfer information. Meanwhile, we are investigating the possibility of a secured method of transmitting the Monthly Deposit Summary over the Internet.

### Establishing an IMRF Employer Access account

If you have Internet access and you would like to establish an Employer Access account, please complete and return the enclosed IMRF Form 2.80, “Employer Access User ID — [www.imrf.org](http://www.imrf.org).” If you have any questions, please call an IMRF Member Service Representative at 1-800-ASK-IMRF (1-800-275-4673).

Sincerely,

Louis W. Kosiba  
Executive Director

enclosures



# Because of changing technology, reel tapes will be obsolete.

Effective April 2002 (for your March 2002 wage report), IMRF will no longer accept wage reports submitted on reel tapes.

## Recommended alternative methods of submission:

- 1) **IMRF Online's Employer Access Area**  
Using the wage submission function of IMRF's secured employer area eliminates postage costs and the expense of reel tapes. Employers must obtain a user ID and password to use this submission method.

To learn if your employer has an online account, call 1-800-ASK-IMRF (1-800-275-4673), Monday through Friday, 7:30 A.M. to 5:30 P.M.

- 2) **Diskette**  
IMRF does not return diskettes.

- 3) **Magnetic Media (34xx cartridge)**  
IMRF accepts only 34xx cartridges. Unless requested, IMRF does not return tape cartridges.

For information about how to format wage reports for magnetic media or diskettes, visit IMRF Online at [www.imrf.org/employers/mag\\_media.htm](http://www.imrf.org/employers/mag_media.htm) or refer to your Authorized Agent's Manual, Paragraph 4.25E

### Why use IMRF *Online* to report wages?

- This **secured method** of transmitting your wage reporting file "encrypts" your members' personal and financial information as it travels over the Internet.
- **Immediate file troubleshooting** notifies you of an error and requires you to correct the error before re-transmitting the file.
- **You receive a page confirming** the date and time your file was received, number of records transmitted, and the dollar amount of wages and contributions reported.

**QUESTIONS: call 1-800-ASK-IMRF (1-800-275-4673)**