

Texas Emergency Services Retirement System



Frank Torres, Chairman
Kevin Deiters, Executive Director

P.O. Box 12577 Austin, TX 78711-2577 (800) 919-3372

www.tesrs.texas.gov

Memorandum

TO: TESRS Departments
FROM: Kevin Deiters, Executive Director
DATE: December 29, 2016
RE: Reporting Instructions for 2016 Annual Report

We will terminate access to the TESRS Online Pension System (TOPS) on January 13, 2017, and it will remain closed to Department users until the roll-out of a new database system later in May. This should enable the TESRS staff to test the integrity and functionality of the new database before we bring Departments users on-line. Most-importantly, we want to make sure that your annual report of your member's qualified service is properly recorded in our system.

✓ **Don't worry...the Annual Report Deadline has been moved to February 28th.**

We know the annual report process is complex and many Departments need additional time to compile training and emergency response records for the calendar year. We are moving the 2016 Annual Report deadline to February 28, 2017 and we expect this will provide each department sufficient time to complete the reporting process.

✓ **Forget your password...let the Austin Office do the data entry.**

Need to add or terminate a member? Just fill out and sign the form and fax it to (512) 936-3480. We'll do the data entry and update your roster. Keep the original forms and always check the quarterly Membership Reconciliation Report (MRR) for accuracy before we bill your governing entity for payment of contributions.

✓ **Get your black pen out ...the 2016 Annual Report will be on paper.**

The following steps outline the 2016 Annual Report process:

1. Submit the required 600 Series forms to identify your current volunteers, board members, and governing entity contacts (as requested in November 2016). Your annual report cannot be processed until these forms are submitted and accepted by the office.
2. Compile your training and emergency response records for each member for calendar year 2016.
3. TESRS will email you your 2016 Annual Report form containing your year-end Department Roster.
4. Print out the 2016 Annual Report form. To REPORT qualified service for each member, write "Yes" or "No" in the specified columns to indicate if the member met or did not meet qualified service requirements for training and for emergency responses.

5. If the name of a member who is no longer a volunteer appears on the Report, draw a line through the name and submit a Form 504 (TERMINATION RECORD) for the terminated member along with your Annual Report.
6. If the name of a volunteer who should be enrolled as a member of the System does not appear on the Report, add the name of the missing member using the blank lines at the bottom of the page and report that member's qualified service (Yes or No). Submit a Form 502 (PERSONNEL RECORD) along with the Annual Report to add the new member to the pension system.
7. Adopt the 2016 Annual Report in a posted open meeting of the Local Board. Officers of the Local Board sign the 2016 Annual Report where indicated.
8. Fax the 2016 Annual Report to TESRS at (512)-936-3480. Keep the original for your record.

We will work with each department to complete their annual report by the February 28th deadline. Please call us at (800) 919-3372 or email us at benefitsteam@tesrs.texas.gov if you have questions.

Sincerely yours,



Kevin Deiters,
Executive Director