

TEACHERS' RETIREMENT SYSTEM



GREG GIANFORTE, GOVERNOR

trs.mt.gov

STATE OF MONTANA

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Date: April 2, 2024
To: All employers reporting to the Teachers' Retirement System (TRS)
From: Nolan Brilz, Accounting and Fiscal Manager, Teachers' Retirement System
RE: Important reporting reminders for TRS Employers

1. Employer and employee contribution rates remain unchanged for FY 2025.

Employer contribution rates are as follows:

Employer Type	% of Active Member Wages	% of Working Retiree Wages
School District, Education Co-op, County, Community College	9.47%	11.85%
Montana University System, State Agency	11.85%	11.85%

The **employee** contribution rate for both Tier 1 and Tier 2 members is 8.15%.

- Current and historical contribution rates are always posted on the "Rates and Salary Charts" page of the TRS website (trs.mt.gov).

2. Submit your June 2024 report to TRS by July 15.

Monthly TRS wage and contribution reports must be submitted to TRS each month by the 15th of the following month. **TRS must receive your June 2024 report no later than July 15, 2024** to close out the fiscal year and determine your organization's net pension liability.

If no wages were paid for a summer month, remember to report this to TRS by submitting a "\$0 contribution" report. You can find simple instructions in the Wage and Contribution Reporting System's online manual.

3. Remember to complete Action Items in the TRS Wage and Contribution Reporting System.

If one of your current or recent employees has terminated employment and has applied for withdrawal (refund) from TRS, you will be required to complete an **action item** in the TRS Wage and Contribution Reporting System. Action items are present only when a withdrawing member has had contributions reported to TRS within the last six months.

Each time you log into the Wage and Contribution Reporting System, please pay attention to the red **Action Items** menu button. If the button displays a number other than 0, click it and follow

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the on-screen instructions to certify the member’s actual termination date and to confirm when contributions on the member’s final pay were remitted or will be remitted.

Step-by-step instructions can be found in the Wage and Contribution System’s online manual, or you may call TRS for assistance at the number below.

- *Please note:* TRS cannot process these members’ withdrawal requests until after you have completed the associated action items.

4. Report all wages, hours, and contributions on a “when earned” basis.

TRS law requires employers to report all wages, hours, and contributions for ALL employees on a “when earned” rather than a “when paid” basis. Here is a link to a past [TRS memo](#) that provides more information about why incorrect reporting can have negative consequences for TRS members.

All TRS memos distributed to employers are available on the “Communication Archive” page of our website (trs.mt.gov).

If you have any questions about this memo, please call Nolan Brilz at (406) 444-3679 or Christian Ward at (406) 444-3323.