



FORM 141: EMPLOYER DESIGNATION OF ADMINISTRATOR
FOR TRS ONLINE EMPLOYER REPORTING SYSTEMS

In compliance with the Americans with Disabilities Act of 1990, alternative accessible formats of this document will be provided upon request.

Each TRS employer using the online Wage and Contribution Reporting System and/or the Employer Insurance Deduction System must designate an Online Administrator for each system. The Online Administrator is the specific employee primarily responsible for monthly TRS reporting in one or both of these systems.

The designated Online Administrator and an authorized representative of the employer must sign this form. Each individual signing this form certifies that he/she has read, understands, and will comply with the information/instructions on page 2.

PLEASE TYPE OR PRINT LEGIBLY IN DARK INK

SECTION I: EMPLOYER INFORMATION

Employer's Printed Name, TRS Employer ID, Telephone, Employer's Mailing Address: Street or P.O. Box, City, State, ZIP (use ZIP+4 if known)

SECTION II: DESIGNATION OF ONLINE ADMINISTRATOR

The employee specified below is hereby designated as the Online Administrator for:

- TRS Wage & Contribution Reporting System only, TRS Employer Insurance Deduction System only, Both systems

The employee must complete both of the following steps before signing and submitting this form to TRS:

- 1. Create a TRS online account (see pg 2); then
2. Record the username (not the password) for that account here ->

USERNAME: []

Note: The employee will use a single TRS online account, even if designated as Online Administrator for both systems. Upon receipt of this signed form, TRS will grant the appropriate access via the employee's existing TRS online account.

Online Administrator's Printed Name, Job/Position Title, Work Telephone, Online Administrator's Work Email Address (required for communication with TRS - Please print clearly)

SECTION III: SIGNATURES OF ONLINE ADMINISTRATOR AND EMPLOYER REPRESENTATIVE

Online Administrator's Signature, Date

The employer representative signing this form represents that he/she is an administrative officer, a trustee, or other representative of the employer who has general authority to direct the employees of the employer or who has authority to enter into legally binding agreements on behalf of the employer.

Employer Representative's Printed Name, Title

Employer Representative's Signature, Date

**FORM 141: EMPLOYER DESIGNATION OF ADMINISTRATOR
FOR TRS ONLINE EMPLOYER REPORTING SYSTEMS****INFORMATION AND INSTRUCTIONS FOR
EMPLOYERS AND ONLINE ADMINISTRATORS USING THE TRS ONLINE EMPLOYER REPORTING SYSTEMS****Responsibility of Employers**

- An employer must designate at least one Online Administrator who is primarily responsible for required monthly reporting in the TRS Wage and Contribution Reporting System. If applicable to your organization, designate an Online Administrator for the TRS Employer Insurance Deduction System as well. The same employee may be designated as the Online Administrator for both systems.
- The Online Administrator, and any additional users granted access by the Online Administrator, will have access to confidential information about your employees as members of TRS, and will have access to TRS and State of Montana data systems. The employer is responsible for ensuring the Online Administrator is trained and complies with all applicable requirements in the handling, use, and disclosure of confidential information and in access to and use of TRS and State of Montana data systems.
- The employer must contact TRS to revoke a prior Online Administrator's access to TRS online systems.
- The employer must not allow employees to share usernames and passwords for access to TRS online systems. The employer must submit a new Form 141 to assign TRS Online Administrator duties to another employee.

Responsibilities of Online Administrators

- The Online Administrator will be TRS's primary point of contact regarding the employer's online reporting to TRS and will be primarily responsible for timely reporting of employer information in compliance with TRS law, policy, and instructions. The Online Administrator must comply with all TRS and State of Montana law and policy regarding access to and use of confidential information and data systems.
- The Online Administrator must establish his or her TRS online user account **before** completing Section II of this form. Instructions are available on the Employers page of the TRS website: trs.mt.gov/trs-info/employers
- Once the Online Administrator has been granted access to the designated system(s) by TRS, that employee may grant system access to one or more additional users to assist with TRS reporting duties. Each additional user must establish a TRS online account before the Online Administrator can grant access to that user (see the reporting system's Online Manual for instructions). The Online Administrator must ensure that additional users comply with all applicable law, policy, and instructions when accessing TRS systems.

Completing This Form and Finalizing Authorization

- The Employer Representative must complete Section I and sign this form where indicated in Section III. The Online Administrator must complete Section II and sign where indicated in Section III. The completed and signed original form, signed by both the Employer Representative and the designated Online Administrator, must be mailed to TRS. TRS will not accept faxed copies of the signed form. **The Online Administrator will not be granted access to TRS online systems until TRS receives the original, signed form.**
- Separate forms must be submitted to TRS for each employee designated as an Online Administrator.
- TRS cannot establish a username and password on behalf of any employee. TRS may only grant system access via the Online Administrator's online account username.