

**MARYLAND STATE RETIREMENT AGENCY
REMITTANCE RECONCILIATION FORM FOR PAYROLL DATA**

- Purposes:** To standardize the following:
- Reconciliation of employee contribution amounts to the reported payroll data
 - Identification of retroactive employee contribution adjustments included with current payroll data to facilitate the State Retirement Agency's adjustment of member records

Employer Name: _____

Employer Location(s): _____

Pay Period Ending Date (one form for each pay period ending date): _____

Contact Name and Telephone Number: _____

CASH REMITTANCE AS PER REVENUE CONTROL TRANSMITTAL \$

PAYROLL DATA AMOUNTS AS PER EMPLOYER MEDIA (tape, diskette, C-SET)

- (a) Employee contributions attributed to current pay period, as reported on current media (**DO NOT REPORT RETROACTIVE ADJUSTMENTS**) \$

- (b) Sum of contributions for previously omitted and current period payroll data requiring SRA-714 (attach SRA-714 for each adjusted member record) \$

- (c) Sum of prior period employee contribution adjustments \$
(Attach SRA Prior Period Employee Contribution Adjustment form)

TOTAL ADJUSTED PAYROLL DATA AMOUNT (sum of a, b and c) \$

**CASH PER REVENUE CONTROL TRANSMITTAL AMOUNT MUST EQUAL
TOTAL ADJUSTED PAYROLL DATA AMOUNT**

Reference Notes:

- (a) Represents employee contribution amounts remitted to the SRA applicable to the current pay period only. Retroactive prior pay period employee contribution adjustments not applicable to the current pay period must be separately manually reported in accordance with note(s) "b" or "c".
- (b) Employer's are required to submit an SRA-714 form to report current and prior pay periods worked by members not previously reported to the SRA. However, an abbreviated format is available to report adjustments that only impact the calculation of the employee contribution amount (see note c).
- (c) For previously reported pay periods where the employer correctly reported the data elements except for the calculation of the employee contribution amount, the employer must use the SRA's 'Prior Period Employee Contribution Adjustment Form' rather than the SRA-714 form.

Approved: _____

Distributed: _____