

Electronic Reporting Reconciliation Form

Public Employees Retirement Association, 60 Empire Drive, Suite 200, St. Paul, MN 55103-2088
 Employer Fax Number: 651 296-2493; Employer Lines: 651-296-3636 or 1-888-892-PERA (7372)



Employers must complete this form to alter a member's transaction that has been reported in a current or past PERA computer file. Do not use this form to reduce a deduction made on an employee who has terminated or who is a Defined Contribution Plan (DCP) member. Employers paying electronically may fax this form to 651-297-2547. Those paying by check must mail this form and the check to PERA, PO BOX 75608, St. Paul MN 55175-0608.

Step 1 - Employer Identification – Please provide the following information, then sign where indicated.

PERA Employer ID#	Employer Name	Paid Date (of electronic file to be adjusted)
Employer Agent's Signature		Daytime Telephone Number

Step 2 – Plan Summary Data: Complete all columns below for each PERA plan for which contributions were reported in your data file. Then list the Grand Total for all plans as it appears in the file. (This step is an important part of the audit trail.)

PERA PLAN*	TOTAL EARNINGS REPORTED FOR PLAN (exclude wages to retirees)	TOTAL MEMBER DEDUCTIONS REPORTED FOR PLAN	TOTAL EMPLOYER CONTRIBUTIONS REPORTED FOR PLAN	EMPLOYER ADDITIONAL(IF APPLICABLE)	PLAN TOTAL
Grand Total for All Plans as listed in the Electronic File					

*Plan Codes: BASIC, CORD (Coordinated), PF (Police & Fire), CORR (Correctional), DCPE (DCP - Elected Officials), DCPM (DCP - City Managers), DCPA (DCP - Ambulance Service), DCPD (DCP - Physicians)

Step 3 – Member Transaction Changes (Photocopy this page if more space is needed for Step 3.)

To add a transaction into a current file: Enter the data requested in columns 1 through 6 and an "O" in column 8.

To correct a transaction in a current file before PERA processes it: (This takes two line entries below.)

- a) List a *reversing* transaction: Complete columns 1 through 6 by providing the data exactly as it appears in your file. Put an "A" in column 8 to indicate this is an "adjustment" to data appearing in your contribution file.
- b) List a *reenter* transaction for the same member by providing in columns 1 through 6 the *correct* data that should replace the data in your file. In column 8, put "O" to identify that this is "original" data to be added for the specified member.

To adjust a transaction that has already been processed by PERA: List in columns 1 through 7 the data as reported in the past file and place "A" in column 8. To adjust salary or deductions reported in a past file, use positive (+) and negative (-) signs to indicate the *net change*. Example 1: If a member's salary was reported as \$1,000 and should have been \$700, enter "\$-300" in column 4. If the deduction reported was correct, leave column 5 blank. Example 2: If a deduction reported for wages of \$700 was reported as \$38.50 instead of \$47.50, enter "+\$9.00" in column 5. Example 3: If a member's salary was overstated by \$100 and deductions by \$5.50, enter "\$-100" in column 4 and "\$-5.50" in column 5.

1. Social Security No. and Member Name	2. PERA Plan	3. Pay Type	4. PERA Eligible Earnings of Employee	5. Member Deduction	6. Employer Paid Member Amount – DCP Ambulance only	7. Pay Period Beginning and Ending Dates	8. Transaction Type (A or O)

Use second page of this form to list additional information

Step 4 - Corrected Totals: Complete all columns for each plan in which a change appears in Step 3. The data entered must reflect the new earnings or contributions for the affected plan. The Grand Total must match the amount you paid.

PERA PLAN*	TOTAL EARNINGS (exclude wages to retirees)	TOTAL MEMBER DEDUCTIONS WITHHELD	TOTAL EMPLOYER CONTRIBUTIONS	EMPLOYER ADDITIONAL AMOUNT	PLAN TOTAL
Corrected Report Grand Total for All Plans					

