



REQUEST FOR STRS OHIO EMPLOYER NUMBER For Use by Community Schools

Community school name _____

Mailing address _____
Street

_____ City State ZIP code County

Phone (_____) _____ IRN number _____
Area code

Sponsor name _____

School Contact Information

Treasurer _____

Phone (_____) _____ Email address _____
Area code

Mailing address (if different from school address) _____
Street

_____ City State ZIP code

Payroll _____

Phone (_____) _____ Email address _____
Area code

Mailing address (if different from school address) _____
Street

_____ City State ZIP code

Superintendent/Director _____

Phone (_____) _____ Email address _____
Area code

Mailing address (if different from school address) _____
Street

_____ City State ZIP code

Who will be the main contact for STRS Ohio reporting? _____

(continued)



Payroll Information

What payroll and reporting system will you be using?

Computer consortium Custom programming ADP Other _____

If you will be using a computer consortium (ITC), which one? _____

Which method will you use to submit payroll reports?

Secure file upload Employer Self Service (ESS)

Employer Self Service (ESS)

Employer Self Service (ESS) is a secure area of the STRS Ohio Employer Website that allows employers to access information about their STRS Ohio account and submit required reports electronically to STRS Ohio.

ESS access will be granted to the treasurer and payroll contacts. I certify the information provided is correct and acknowledge access will be granted.

Treasurer signature _____ Date _____