



Employee \_\_\_\_\_

Social Security number (last four digits) \_\_\_\_ \_

Employer name \_\_\_\_\_

Employer number \_\_\_\_\_

## DEPOSIT AND SERVICE REPORT

To enable us to compute and pay benefits to the employee listed above, complete and submit this report at the earliest date possible **after you can accurately determine the total earnings and deposits for the fiscal year**, even though final salary may be paid at a later date. Timely completion will speed both the processing of the application and finalization of the monthly benefit.

**For the STRS Ohio fiscal year beginning July 1, 2016, and ending June 30, 2017.**

### EARNINGS

1. Earnings under employee's 2016–2017 base contract ..... \$ \_\_\_\_\_
2. *Complete only if member's contract crosses fiscal years and member worked under contract in July:* Balance of employee's 2015–2016 contract earned in the 2016–2017 fiscal year ..... \$ \_\_\_\_\_
3. Amount reported in the current fiscal year but earned in the prior fiscal year and not backposted. *Do not include accrued contributions* ..... \$ \_\_\_\_\_
4. Supplemental or additional earnings (please itemize).  

Description	Amount	
_____	\$ _____	
_____	\$ _____	
_____	\$ _____	Total: \$ _____
5. Pickup included in compensation for retirement purposes ..... \$ \_\_\_\_\_  
Indicate percentage \_\_\_\_\_%
6. **Total 2016–2017 employee earnings** ..... \$ \_\_\_\_\_

### CONTRIBUTIONS

7. Employee contributions — Reported as taxed ..... \$ \_\_\_\_\_
8. Employee contributions — Reported as tax-deferred ..... \$ \_\_\_\_\_
9. **Total 2016–2017 employee contributions** (14% of total 2016–2017 earnings on line 6. These contributions should agree with those reported on the 2016–2017 annual report.) ..... \$ \_\_\_\_\_

### SERVICE CREDIT AND CONTRACT INFORMATION

10. Service credit earned in 2016–2017 ..... %
11. Last pay date \_\_\_\_\_.
12. Last day employee worked (including paid sick time) \_\_\_\_\_.
13. Position held \_\_\_\_\_.
14. Contract salary (please supply full contract amount even if not completed) ..... \$ \_\_\_\_\_
15. Beginning date of full contract \_\_\_\_\_.  
Contract ending date \_\_\_\_\_.  
Number of days in total contract (even if not completed) \_\_\_\_\_.  
*Disability only:* Member's current contract status — Active/Resigned/Other (circle one.)
16. Percentage increase generally granted to teaching employees ..... %

### TO BE CERTIFIED BY TREASURER OR PAYROLL OFFICER

I certify that the information provided on this report is accurate and, as of the above retirement date, this member has terminated employment.

**Certified by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Title** \_\_\_\_\_ **Phone** (\_\_\_\_\_) \_\_\_\_\_

Area code

See reverse side of form for instructions.

# INSTRUCTIONS FOR COMPLETING AND RETURNING THIS REPORT

## EARNINGS

1. **Earnings under 2016–2017 contract** should be the amount earned by the employee during the 2016–2017 fiscal year under the most recent base contract. Do not include pickup included in compensation or supplemental earnings.
2. **Balance of 2015–2016 contract** is any amount reported as earnings in the 2016–2017 fiscal year that was part of the 2015–2016 contract, e.g., July 2016 earnings for an individual employed on a 260-day August through July contract.
3. **Amount reported in the STRS Ohio 2016–2017 fiscal year** but earned in the 2015–2016 fiscal year (before July 1, 2016) and not backposted. (Do not include accrued contributions.)
4. **Supplemental or additional earnings** are earnings for additional service outside the employee’s base contract. Please list and describe each supplemental and indicate the amount earned. Examples include extended days, coaching, summer earnings, etc.
5. **Pickup amounts** should be supplied **only** if pickup is included in compensation for retirement purposes (pickup-on-pickup).
6. **Total 2016–2017 employee earnings** (sum of 1 through 5).

## CONTRIBUTIONS

7. **Employee contributions — Reported as taxed** are employee contributions that are INCLUDED in the employee’s gross earnings for federal and state income taxes.
8. **Employee contributions — Reported as tax-deferred** are employee contributions that are EXCLUDED from the employee’s gross earnings for federal and state income taxes.
9. **Total 2016–2017 employee contributions** are the sum of lines 7 and 8. (Should equal line 6 times 14%.)

## SERVICE CREDIT AND CONTRACT INFORMATION

10. **Service credit earned in the 2016–2017 fiscal year.** (Refer to the service credit calculator or *Service Credit Decision Tree* on the employer website for assistance in properly calculating service credit.)
11. **Last pay date** is the last pay date that payment was or will be issued to the employee.
12. **Last day employee worked** (including paid sick time).
13. **Position held by employee during 2016–2017** (classroom teacher, principal, professor, etc.).
14. **Contract salary** is the amount the employee would have earned, excluding supplemental contracts or payments for additional services, had the employee completed the current contract, including any midyear increases.
15. **Beginning and ending dates of full contract** should indicate the month and day service was contracted to begin and end. Also indicate the number of days of service in the full contract (even if not completed). For disability retirement or allowance, circle the member’s current contract status.
16. **Percentage increase generally granted to teaching employees** is the overall increase in salary schedules, or other salary documentation, for the current contract year over the preceding contract year covering teaching employees who are STRS Ohio members. For employers without salary schedules, indicate average increase paid to teaching employees.

## INFORMATION ON RETURNING FORM

**Please return this form at the earliest possible date.** This form must be certified by a treasurer or payroll officer. The information contained in this report will be updated in our records and should be included on the applicable year’s annual report.