



# COMPLETING A DEPOSIT AND SERVICE REPORT



STRS Ohio needs this information to calculate a member's retirement benefit. Use the following information as a guideline when completing a deposit and service report.

**DEPOSIT AND SERVICE REPORT**

To enable us to compute and pay the benefit to the employee listed above, complete and return this report at the earliest date possible after you can accurately determine the total earnings and deposits for the fiscal year. The certification should be executed then, even though final salary may be paid at a later date. Early completion will speed both the processing of the application and the issuance of the first monthly benefit check.

For the STRS Ohio fiscal beginning July 1, 2018 and ending June 30, 2019

Earnings					
1.	Earnings under employee's 2018-19 Base Contract <input type="text"/>				
2.	<i>Complete only if member's contract crosses fiscal years and member worked under contract in July: Balance of employee's 2017-18 contract earned in the 2018-19 fiscal year</i> <input type="text"/>				
3.	Amount reported in the current fiscal year but earned in the prior fiscal year and not backposted. Do not include accrued contributions. <input type="text"/>				
4.	Supplemental or Additional Earnings (Please itemize)				
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc;"> <span>Add</span> <span>Delete</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">Description</th> <th style="width: 20%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="height: 20px;"> </td> <td> </td> </tr> </tbody> </table> </div>		Description	Amount		
Description	Amount				
5.	Pickup included in compensation for retirement purposes Indicate percentage <input type="text"/> \$0.00				
6.	Total 2018-19 Employee Earnings <input type="text"/> \$0.00				
Contributions					
7.	Employee Contributions - Regular (after-tax) <input type="text"/>				
8.	Employee Contributions - "Picked Up" (tax-deferred) <input type="text"/>				
9.	Total 2018-19 Employee Contributions <input type="text"/> 0.00				
(*14.00% of total 2018-19 earnings on the line 6. These contributions should agree with those reported on the 2018-19 Annual Report.)					
Service Credit and Contract Information					
10.	Service Credit earned in 2018-19 <input type="text"/> <a href="#">Calculate Service Credit</a>				
11.	Last pay date <input type="text"/>				
12.	Last day employee worked (including paid sick time) <input type="text"/>				
13.	Position held <input type="text"/>				
14.	Contract salary (please supply full contract amount even if not completed) <input type="text"/>				
15.	Beginning date of full contract <input type="text"/>				
	Contract ending date <input type="text"/>				
	Number of days in total contract (even if not completed) <input type="text"/>				
16.	Percentage increase generally granted to teaching employees <input type="text"/>				
Contact Information					
17.	Contact person <input type="text"/>				
18.	Telephone number for contact person <input type="text"/>				
Comments					
<input style="width: 100%; height: 100%;" type="text"/>					

Request for Additional Information

Save Form
Save And Submit
Reset
Return To List
Save and Exit
Help

Print

# EARNINGS

Earnings						
1.	Earnings under employee's 2018-19 Base Contract	<input type="text"/>				
2.	<i>Complete only if member's contract crosses fiscal years and member worked under contract in July. Balance of employee's 2017-18 contract earned in the 2018-19 fiscal year</i>	<input type="text"/>				
3.	Amount reported in the current fiscal year but earned in the prior fiscal year and not backposted. <i>Do not include accrued contributions.</i>	<input type="text"/>				
4.	Supplemental or Additional Earnings (Please itemize)					
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Description	Amount					
<input type="text"/>	<input type="text"/>					
5.	Pickup included in compensation for retirement purposes Indicate percentage <input type="text"/>	\$0.00				
6.	Total 2018-19 Employee Earnings	\$0.00				

**Line 1: Earnings under base contract.** This is compensation earned by the teacher during the fiscal year under the most recent regular contract. It may be total earnings during the fiscal year or it may be only a portion of total earnings for educators employed on contracts that cross fiscal years or for teachers with supplemental contracts or summer employment. This amount should never be greater than Line 14.

**Line 2: Balance of employee's contract.** This refers to the current year's earnings that were paid to complete the previous school year's contract. For administrators whose contract crosses fiscal years and work in July, you will report the amount of the previous July earnings on this line. **Generally, no amounts will be reported for regular teachers or college and university employers on this line.**

**Line 3: Amount reported in the current fiscal year but earned in the prior fiscal year and not backposted.** Enter any amount reported and/or paid in the current year, but actually earned in the prior fiscal year and no account correction (backposting) was made. Do not report accrued contributions on this line.

**Line 4: Supplemental or additional earnings.** Enter any supplemental earnings paid in addition to the regular contract, including summer earnings under a separate contract. List and describe each supplemental earning and indicate the amount earned. **Be specific.**

**Line 5: Pickup included in compensation for retirement purposes.** List the percentage of pickup-on-pickup. **Percentage will never be higher than the member contribution rate in effect.** If the individual is not part of your staff covered by pickup-on-pickup, leave this line blank.

**Line 6: Total employee earnings.** This is the sum of Lines 1 through 5, which will calculate automatically in ESS.

## CONTRIBUTIONS

Contributions	
7.	Employee Contributions - Regular (after-tax) <input type="text"/>
8.	Employee Contributions - "Picked Up" (tax-deferred) <input type="text"/>
9.	Total 2018-19 Employee Contributions <span style="float: right;">0.00</span>

(\*14.00% of total 2018-19 earnings on the line 6. These contributions should agree with those reported on the 2018-19 Annual Report.)

**Line 7: Employee contributions — regular (after-tax).** Enter any taxed contributions that were reported as after-tax during the fiscal year. The majority of employers will not complete this line as contributions are normally withheld on a pretax, not after-tax basis.

**Line 8: Employee contributions — "picked up" (tax-deferred).** Enter member contributions reported as tax-deferred by the employer, whether through salary reduction or as a fringe benefit. List all pretax member contributions.

**Line 9: Total employee contributions.** Enter 14% of the total earnings (Line 6). These contributions should agree with those reported on the current fiscal year's annual report.

## SERVICE CREDIT AND CONTRACT INFORMATION

Service Credit and Contract Information	
10.	Service Credit earned in 2018-19 <a href="#">Calculate Service Credit</a> <input type="text"/>
11.	Last pay date <input type="text" value="//"/>
12.	Last day employee worked (including paid sick time) <input type="text" value="//"/>
13.	Position held <input type="text"/>
14.	Contract salary (please supply full contract amount even if not completed) <input type="text"/>

**Line 10: Service credit earned.** Refer to the *Service Credit Decision Tree* or the online service credit calculator to calculate service credit.

**Line 11: Last pay date.** This is the final date that contributions will be sent to STRS Ohio for this individual.

**Line 12: Last day employee worked (including paid sick time).** This includes any paid sick leave or vacation days used (other than severance pay for unused benefits).

**Line 13: Position held.** The employee's position during the current fiscal year.

**Line 14: Contract salary.** The contract salary is the amount the individual would have earned if employed for the entire contract year, excluding supplemental earnings. If the employee was granted a raise during the fiscal year, the reported contract salary should be a blended contract of the two rates of pay for that year.

15.	Beginning date of full contract	<input type="text" value="//"/>
	Contract ending date	<input type="text" value="//"/>
	Number of days in total contract (even if not completed)	<input type="text"/>
16.	Percentage increase generally granted to teaching employees	<input type="text"/>
Contact Information		
17.	Contact person	<input type="text"/>
18.	Telephone number for contact person	<input type="text"/>

**Line 15: Beginning date of full contract, contract ending date, number of days in total contract (even if not completed).** The information shown should be for the entire term of the contract, whether or not the individual actually completed the contract. **If the deposit and service report is for disability benefits, you will also be asked to provide a contract status.**

**Line 16: Percentage increase generally granted to teaching members.** This is the overall increase in salary schedules or other salary documentation for the current contract year over the preceding year. For employers without salary schedules, indicate average increase paid to teaching employees.

**Line 17: Contact person.** The deposit and service report is to be certified by the treasurer or other authorized fiscal officer.

**Line 18: Telephone number for contact person.**