



FY23-05

EMPLOYER BULLETIN

ANNUAL REPORT & CONTRIBUTIONS REMITTANCE REMINDERS

August 2022

Please also refer to [Employer Bulletin FY23-04](#) titled “Gemini Annual Certification; ARS Reporting and Deadline.”

Annual Report Filing Deadline

The filing deadline for the 2021-22 Annual Report is Monday, August 15, 2022 at 11:59 p.m. Service and creditable earnings information must be reported in accordance with the laws and rules applicable to TRS. An Annual Report failing to materially conform to the laws and rules applicable to TRS will not be deemed received until it is properly corrected and resubmitted to TRS. **A \$250-per-day late filing penalty will be assessed for each day past the deadline that the report is not on file with TRS.**

Remittances Due for the 2021-22 School Year

If any additional contributions are owed after the Annual Report Remittances report is completed, remit the contributions through the legacy First Data online payment system. Enter “2022” for the fiscal year and “60” as the pay period. Contributions must be made by August 15 to avoid penalties.

If you have made your regular pay period remittances for 2021-22 in Gemini, your account with First Data **may have been** deactivated. To make contributions through First Data, you will need to contact them by calling 1-800-332-4125 to reactivate your account. When calling, please have your TRS Code, user ID, last four digits of your bank account number and your PIN code available.

Remittances Due for the 2022-23 School Year

Do not use First Data to remit payments for the 2022-23 school year.

When submitting pay period contribution reports for the 2022-23 school year, all required contributions will be due with the report. When submitting the pay period report, you will be required to submit the 9 percent member retirement contributions, employer .58 percent contributions, contributions due on salaries paid from federal funds and the member and employer THIS Fund contributions. In addition, the invoice section will include amounts due for Employer’s Report of Adjustment to Earnings, adjustments processed in Gemini, employer costs for salary increases in excess of 6 percent, granted sick leave days, salaries in excess of the governor’s salary and penalties for late submission of reports.

Reports and contributions due for the month must be remitted to the System by the 10th day of the following month.

(more)

**TEACHERS’ RETIREMENT SYSTEM
OF THE STATE OF ILLINOIS**

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P.O. Box 19253
Springfield, Illinois 62794-9253
(888) 678-3675
employers@trsil.org

Following is the reporting cycle:



Questions

For questions about completing the Annual Report or other related reports, please email questions to employers@trsill.org or call the TRS Employer Services Department Monday through Friday during the business hours of 7:30 a.m. to 4:30 p.m. at 888-678-3675, option 1. For questions regarding remittances, email questions to employers@trsill.org or call the TRS Accounting Department Monday through Friday during the business hours of 7:30 a.m. to 4:30 p.m. at 888-678-3675, option 2.

TRS staff members are available to unlock Employer Access accounts from 7:30 a.m. to 4:30 p.m., Monday through Friday.



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