

# Employer Information Circular

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## Due Dates

Reporting staff from the California State Teachers' Retirement System (CalSTRS) would like to remind employers of the importance of timely and accurate reporting of contribution and statistical information which is required for the efficient administration of CalSTRS' various programs. Please refamiliarize yourselves with the requirements of employers in providing information to the system.

### *Monthly Reports of Retirement Contributions (F-496)*

Existing law requires employing agencies to submit a monthly report of retirement contributions (F-496) to CalSTRS containing the information the Teachers' Retirement Board (Board) requires to administer the Plan (Section 23004 of the Education Code). Monthly reports are due to CalSTRS within 30 calendar days immediately following the month in which the reported compensation was earned, and become delinquent 15 days later (Section 23005). The Board may assess penalties for monthly reports that are late or in unacceptable form, based on the sum of the contributions required by the report at the regular interest rate or a fee of \$500, whichever is greater (Section 23006).

A letter is sent to employers in June/July of each year, with the submission schedule for monthly reports for the upcoming school year, specifying the due date for each monthly report.

### *Address Tapes*

Twice a year, CalSTRS requests employers to provide address tapes containing the current addresses of all the CalSTRS members for each employer. Current address information is necessary for CalSTRS to mail the CalSTRS *Bulletin* and Member Annual Statements of Account. Address tapes are due in March and September of each year. A letter is sent to your office each March and September as a reminder.

### *Employer and Employee Contributions (C-118)*

Employers are required to remit employer and employee contributions to CalSTRS through the Contribution Remittance Report (C-118) process.

The law (Section 23002) specifies contributions are due to CalSTRS within five working days immediately following the period covered by the corresponding monthly report. If

not received by the sixth day, the payments are considered delinquent and regular interest on the payments will begin to accrue. The Board authorizes payments of not less than 95 percent of the contributions due, with the balance due no more than 15 working days from the period covered by the corresponding monthly report. On the sixteenth day, interest will begin to accrue on any additional payments left unpaid. Additionally, the Board may assess penalties for employing agencies that fail to make the required payments on time (Section 23003).

A remittance schedule is sent to your office each June/July, specifying the monthly due dates for contributions to CalSTRS.

***Accumulated and Unused Leave of Absence Days***

When a member applies for service retirement, existing law (Section 22717) requires the employer to certify to the Board the number of days of accumulated and unused leave of absence for illness or injury that the member was entitled to on the final day of employment. This certification must be provided within 30 days following the member's effective date of retirement or the Board may assess a penalty on the delinquent report.

If you have any questions regarding the schedules referenced, please contact your CalSTRS Membership Representative. Any questions regarding the accumulated and unused leave of absence should be directed to your CalSTRS Service Retirement Representative.