

# Employer Information Circular



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## Data Transmittal of Payroll Deductions for Voluntary and Mandatory Receivables

The purpose of this circular is to inform employers that the California State Teachers' Retirement System (CalSTRS) is now offering File Transfer Protocol (FTP) data transmittal as an alternative to the Payroll Deduction Diskette Process for voluntary and mandatory receivable payments. This software will enable employers to send encrypted payroll deduction data to CalSTRS through the use of the Internet. This process is currently offered on a voluntary basis but may, in the near future, become mandatory for employers participating in the Tax Deferred Payroll Deduction Program. The Taxdefer FoxPro Program will still be used to compile data but it will no longer be necessary to send the information via diskette.

The necessary software and the File Transfer Protocol Data Transmittal Instructions may be downloaded from our Web site at [www.calstrs.ca.gov](http://www.calstrs.ca.gov). It is not necessary to obtain a new password and submit the security and confidentiality forms if you are already using FTP to monthly report mandatory contributions to CalSTRS.

If you have questions regarding this Employer Information Circular or need additional information, please contact Alejo Gutierrez, Senior Accounting Officer, at (916) 229-3910 or Marcus Bray, Accounting Administrator, at (916) 229-3982. You can also contact the CalSTRS' Accounts Receivable unit through email at [AR@calstrs.ca.gov](mailto:AR@calstrs.ca.gov).