

Employer Information Circular

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Online Submission and Access of CalSTRS Data

The purpose of this circular is to notify employers that due to security concerns regarding the confidential information contained on Match File, specifically Social Security numbers, CalSTRS will no longer mail Match File via Zip Disk, compact disk or cartridge to employers currently receiving the Match File information. The Match File was used by employers to provide a method to compare the status of member and non-member employees against the CalSTRS database to ensure accurate reporting of the Monthly Report of Retirement Contributions (F496).

Although CalSTRS will no longer be sending Match File, the information may be obtained by participating in the CalSTRS Electronic Data Submission Program (FTP). By utilizing a CalSTRS User I.D. and Virtual Private Network (VPN) software available on the CalSTRS Web site (www.calstrs.com), employers can obtain the Match File via FTP. The VPN software allows the use of the Internet and uses encryption and other security mechanisms to ensure that member data is protected. Contact the CalSTRS Help Desk at (916) 299-4357 and you will be provided with the necessary security forms to complete and return to obtain your CalSTRS User I.D. and other pertinent information.

By utilizing the Electronic Data Submission Program (FTP), employers are also able to submit their Monthly Reports of Retirement Contributions (F496), Statistical Data (MR87), and accounts receivable online directly to CalSTRS. This would eliminate the need to use cartridges or computer disks. CalSTRS believes this is the most efficient and secure method of transmittal and recommends its use.

If you have any questions or require assistance, please contact the CalSTRS helpdesk at (916) 229-4357.