

State of West Virginia Consolidated Public Retirement Board

Emergency Medical Services Retirement System

PO Box 40539 Charleston, WV 25364

Telephone: 304-558-3570 or 800-654-4406 Fax: 304-558-1394

**EMERGENCY MEDICAL SERVICES
RETIREMENT SYSTEM
MONTHLY PAYROLL REPORT**



Please return completed form, back-up documents, and check to the Consolidated Public Retirement Board. Attention: Uniformed Services.

**Form must be signed in blue ink.*

Employer _____

Employer Number _____

Address _____

Month/Year _____

Contact Person _____

Phone Number _____

Email Address _____

of Covered Employees _____

Total Hours Reported _____

- 1. GROSS SALARIES of Covered Employees \$ _____
- 2. EMPLOYEE Contributions Withheld (must match back-up total exactly) \$ _____
- 3. Adjustments (attach copy of adjustment letter) \$ _____
- 4. TOTAL EMPLOYEE Contributions Submitted \$ _____
- 5. EMPLOYER Contributions (10.5% of Line 1) \$ _____
- 6. Adjustments (attach copy of adjustment letter) \$ _____
- 7. TOTAL EMPLOYER Contributions Submitted \$ _____
- 8. TOTAL SUBMITTED (Line 4 + Line 7) \$ _____

**REPORT DUE ON OR BEFORE THE 15TH DAY OF THE MONTH FOLLOWING THE MONTH REPORTED.
MAKE CHECK(S) PAYABLE TO: WV EMERGENCY MEDICAL SERVICES RETIREMENT SYSTEM.**

I, _____, Executive Officer of the Payroll Records of _____,
do hereby certify that the above report, together with all continuation sheets attached thereto, is a true, correct, and
accurate record made from our payroll records.

Given under my hand this _____ day of _____ 20_____.

Signed by: _____ Executive Officer of _____.

West Virginia Emergency Medical Services
Retirement System
Monthly Back-Up Report

Employer Number

_____ | _____
Month | Year

Pay Period Starting

Pay Period Ending

Social Security Number	Name	Gross Pay	Retirement Deduction	# Hours (H)	Code H=Hourly

When a new employee is hired, or if an employee is returning to work after a leave of absence, please add all required information to back-up. If employee terminates position, please remove from back-up after last salary information has been reported.