

State of West Virginia  
**Consolidated Public Retirement Board**  
**Teachers' Retirement System**  
4101 MacCorkle Avenue SE, Charleston West Virginia 25304  
Telephone (304)558-3570 or Toll-Free (304)800-654-4406 Ext 52423 or 52425  
Fax: (304)558-1394 or (304)558-5455

THE PAYROLL LOCATION FOR \_\_\_\_\_ COUNTY

**REMITTANCE SUMMARY REPORT**  
**TEACHERS' RETIREMENT SYSTEM**

*Note: Please do not use this form for TDC to TRS transfer payments.*

For pay Period \_\_\_\_\_ to \_\_\_\_\_ Actual Pay Date: \_\_\_\_\_

**PAYROLL RUN MONTH** \_\_\_\_\_

PAYROLL RUN # \_\_\_\_\_ # \_\_\_\_\_

CHECK NUMBER # \_\_\_\_\_ # \_\_\_\_\_

CHECK AMOUNT \$ \_\_\_\_\_ \$ \_\_\_\_\_

Total Number of members on this Report \_\_\_\_\_  
(Please Attach Loan Payment Summary Report.)

Total Amount of Loan Payments \$ \_\_\_\_\_

Total Remittance this Month \$ \_\_\_\_\_ Check # \_\_\_\_\_

Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_ Telephone: \_\_\_\_\_

Exceptions to this Remittance:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Note: Exceptions must be submitted so that we can verify payments for accuracy. If Payment Remittance does not agree with Remittance Summary Report (after adjustments), payment and report will be returned for correction.

***Please return completed form by the 15<sup>th</sup> of each month to the address above.***