

State of West Virginia  
**Consolidated Public Retirement Board**  
 Post Office Box 40554, Charleston, West Virginia 25364  
 Telephone: (304) 558-3570 or (800) 654-4406 Fax: (304) 558-1394

**TEACHERS' DEFINED BENEFIT RETIREMENT SYSTEM (TRS-Plan 3)  
 MONTHLY RETIREMENT REPORT**

Name and Address of Employer: \_\_\_\_\_ Month/Year: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_  
 \_\_\_\_\_ Payroll Run No.: \_\_\_\_\_  
 \_\_\_\_\_ No. Covered Employees: \_\_\_\_\_  
 \_\_\_\_\_ Telephone No.: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please note that a copy of the payroll with a detailed breakdown per person of gross salary and contribution is required to accompany this report as per West Virginia Code § 18-7A-15.**

1. **Gross Salaries** of Covered Employees **hired on or after 7/1/05** \$ \_\_\_\_\_
2. **Employee Contributions** (6% of Line 1):
  - A. County Portion of Gross Salaries \$ \_\_\_\_\_
  - B. State Portion of Gross Salaries \$ \_\_\_\_\_
  - C. Total **Employee** Contributions Withheld (Line 2A + Line 2B) \$ \_\_\_\_\_
3. **Employer Contributions** (7.5% of Line 1):
  - A. County Portion of Employer Contributions \$ \_\_\_\_\_
  - B. State Portion of Employer Contributions \$ \_\_\_\_\_
  - C. Total **Employer** Contributions Withheld (Line 3A + Line 3B) \$ \_\_\_\_\_
4. **Total Reported** (Line 2C + Line 3C) \$ \_\_\_\_\_
5. **Adjustments** (Attach explanation) \$ \_\_\_\_\_
6. **Total Submitted** (Line 4 +/- Line 5) \$ \_\_\_\_\_

**Monthly Retirement Reports are due on or before the 15<sup>th</sup> day of the month following the month being reported. Make checks payable to: WV Teachers' Retirement System.**

I, \_\_\_\_\_, Executive Officer of the Payroll Record 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 \_\_\_\_\_.