



Submit completed form to:
County Employees' Retirement Fund
 2121 Schotthill Woods Drive
 Jefferson City, MO 65101
 Toll Free: 877-632-2373
 Fax: 573-761-4404

The County Clerk uses this form when the expected payment amounts DO NOT equal the amount of funds remitted to Key Bank. **Complete the information below and fax it to the CERF Administrative Office on the same day your deposit is remitted to Key Bank.**

PAYROLL INFORMATION

Date ____ / ____ / ____ County Number _____ County Name _____
 Payroll/Period Begin Date ____ / ____ / ____ Payroll/Period End Date ____ / ____ / ____
 Payroll Report or Expected Deposit Total \$ _____ Funds Remitted \$ _____
 Difference between the expected payment amounts and funds submitted \$ _____

EXPLANATION OF DIFFERENCE IN FUNDS REMITTED

The difference between the expected payment amounts and funds remitted is due to the following. **Select the applicable situation from the options below and enter the corresponding information.**

Applying credit available due to contributions made on behalf of terminated non-vested participants.
 (See Notice of Available County Contribution Credit for details.)
 Credit amount \$ _____ Apply to County Contributions Recorder Fees*
 * Can only be used when county does NOT have any county contributions.

Applying credit available due to contributions paid in error on behalf of a participant.
 Credit amount \$ _____

Correcting overpayment made in previous payroll report. Incorrect payroll report date: _____
 Credit amount \$ _____

Correcting underpayment made in previous payroll report. Incorrect payroll report date: _____
 Credit amount \$ _____

Other: (Provide detailed explanation.) _____

REQUIRED SIGNATURE

Name _____

Title _____

Signature _____ **Date** _____