
Salary Verification- Pending Retiree Form

To assist TFFR in the salary verification process prior to a teacher retiring, complete the [Salary Verification-Pending Retiree form](#). Please complete and submit this form by **February 15** for each person retiring. This form provides TFFR with salary detail for the current fiscal year and is used to estimate the teacher's final salary. This estimated salary is used to calculate the initial retirement benefit. Once the employer has reported all salary for the retiree, the retirement benefit is recalculated and corrected, if needed.

Tax Treatment of TFFR Contributions

Employers may report TFFR contributions on the W-2 form. TFFR is a 401(a) defined benefit plan and its contributions are mandatory, not elective. Under all models, the amount of TFFR contributions withheld or paid by the district is not required on the W-2 form. However, if the district wishes to place this information on the W-2, it belongs in Box 14.

2015 Annual Financial Report Available

For a complete review of the financial, investment, and actuarial conditions of the State Investment Board (SIB) and the Teachers' Fund for Retirement (TFFR), please view the Retirement and Investment Office (RIO) [2015 Comprehensive Annual Financial Report](#) (CAFR).

E-Mail Addresses

Please contact our office once you and/or your administrator have the new e-mail address that is replacing the sendit.nodak.edu address. The e-mail address change needs to be requested by completing the [Notification of School District Changes](#) form and returning it to TFFR by e-mail, fax, or regular mail. TFFR sends important communications to employers using e-mail which you will not receive if we don't have correct e-mail addresses for your school.

TFFR Website

The TFFR website gives you access to information including actuarial and financial reports, TFFR Board material and minutes, publications such as the Employer Guide, and links to forms used by TFFR members and employers. You can visit the site at <http://www.nd.gov/rio/TFFR>.

Double Check Social Security Numbers

We seem to have more members reported with incorrect Social Security numbers (SSN) this year. When you add new hires to your payroll system, please double check the SSN. If you discover that you have included an incorrect SSN on a TFFR report, please notify us immediately. The sooner these incorrect numbers are found, the easier it is to correct the account. Having the wrong SSN number in your payroll system is also an issue for your W-2 reporting.

Report Card Newsletter

The January 2016 [Report Card](#) newsletter can be viewed on the TFFR website. The newsletter highlights include:

- TFFR Annual Valuation Results
- July 2016 Retirement Education Workshops Schedule
- GASB 68 Reporting Information



Shadow or NO Shadow -

SPRING IS COMING!

GASB Statement 68 Update

The audited fiscal year [2014 Schedules of Employer Allocations and Pension Amounts by Employer](#), [GASB 68 Disclosure Template](#), and [Sample Journal Entries](#) are now available on our website. Employers and auditors can use this information to complete your 2015 financials. Fiscal year 2015 GASB information will be available soon.

TFFR Employer Audit Information Corner

Terra Miller Bowley
Supervisor of Audit Services

TFFR Reporting Errors

In 2015 Audit Services identified several common reporting errors while completing TFFR Compliance Audits.

- Employers reported incorrect service hours for part-time staff and retirees who returned to covered employment. Remember to report actual hours worked for these two groups of employees. Maintaining supporting documentation for the hours reported is also important.
- Employers failed to report eligible salary but also reported ineligible salary to TFFR. Reference the [TFFR Employer Guide](#) on our website for information on eligible and ineligible salary. The most common cause of these errors is payroll software programming and pay code set-up errors. Your payroll software vendor is a great resource for any questions.
- Employers reported salary and service hours for individuals without a written agreement. Remember if written agreements are not issued to individuals employed elsewhere or to individuals without a continuing contract, salary and service hours are not reportable.
- Employers reported eligible salary in the wrong fiscal year. Salary must be reported to TFFR in the fiscal year in which it is earned. Eligible salary earned in June and July is most often reported incorrectly. Take a quick moment to double check your end of year payroll.

The great news is these common errors are easily preventable. When in doubt reach out for assistance prior to reporting to TFFR!