

Quarterly Payroll Report Transmittal

City of _____

Calendar Quarter Ending _____

Earnable Compensation _____

Employee Contributions _____

Email Transmission Date (if applicable) _____

Please Note

Submit this **Quarterly Payroll Transmittal** along with your electronic file containing one line for each member's total earnable compensation and employee contributions for all payroll dates that occurred during the calendar quarter.

Quarterly Payroll Reports are due in the MFPRSI office within **15 calendar days** of the end of each calendar quarter. If you cannot submit the report within this period of time, please request an extension by contacting MFPRSI at 515-254-9200 before the due date.

In accordance with MFPRSI Administrative Rule 7.2, the quarterly report must be submitted in an electronic format that has been approved by the MFPRSI. **Reports may be submitted via email to citycommunications@mfprsi.org. If you choose to send the report via email, you may use the email as a substitute for this Quarterly Payroll Transmittal form by including the above information in the body of the email.**