

RE-EMPLOYMENT OF RETIREE

One of the following statements must be certified by the Clerk of Court.

- I hereby certify that I *did not* employ any current retiree(s) of the Clerks of Court Retirement and Relief Fund during the aforementioned contribution month.
- I hereby certify that I employed the following retiree(s) of the Clerks of Court Retirement and Relief Fund and submit the information listed below for your records, in accordance with the law La. R. S. 11:1513.

RETIREE Name	Social Security Number	Gross Salary	Hours Worked	Rate of Pay
				HOURLY

Please ADD Retiree Salaries and Employer Contributions to Form 1:

Retiree Salaries	Hours Worked	Employers Contrs. 21%

EMPLOYMENT FOR PART TIME EMPLOYEES

Please indicate the number of Part-Time employees **NOT** subject to Retirement Contributions for this reporting period.

- * If no part-time employees, please indicate None
- * Exclude all Retirees

of Part-Time Employees

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Date

Signature of Clerk of Court

INSTRUCTIONS FOR MONTHLY CONTRIBUTION REPORT

- Reports should be:**
- (1) executed in ink or typed.
 - (2) signed, legible, and accurately totaled, or the report will be returned.
 - (3) for every employee paid a salary from the Clerk of Court's Salary Fund who works more than an average of twenty hours per week and contributions for retirement on regular compensation ONLY. **DO NOT INCLUDE** bonuses, payment of accrued vacation, annual or sick leave, payment for overtime, terminal pay, severance pay, deferred salary, or any other type of irregular or nonrecurring payment.
 - (4) sent to the office within ten (10) days after the close of the month for which contributions are collected. Interest will be assessed on delinquent contributions.

The failure of any clerk to make the required contributions or to remit to the Fund in accordance with law, within thirty (30) days of becoming due, shall be brought to the attention of the Board of Trustees.

Remit checks or ACH and reports to: Clerks Retirement and Relief Fund
10202 Jefferson Highway, Building A
Baton Rouge, Louisiana 70809