Louisiana Clerks of Court Retirement and Relief Fund MONTHLY CONTRIBUTION REPORT

ACTIVE MEMBERS

(AVERAGING MORE THAN TWENTY (20) HOURS PER WEEK FOR MONTHLY REPORTING PERIOD)

Parish	Contribution Month		
Active Employee Name	Social Security Number	Gross Salary	8.25% Deduction
A CHANGE IN STATUS FORM <u>MUST</u> ACCOMPANY THIS CONTRIBUTION REPORT FOR EMPLOYEES WHO HAVE A CHANGE IN STATUS IN THIS REPORTING PERIOD			
Report Summary and Certification			

Employee Contribution Total (8.25% Deduction): **EMPLOYER CONTRIBUTIONS:** 21.00% **Total Active Employee Salaries:** Total DROP Employee Salaries (Form 2): 21.00% Total Retirees Hours worked Salaries (Form 3): 21.00% Adjustment from prior month(s) **Brief explanation for adjustment:** Adjustment amount:

Total Amount Paid to Fund

I hereby acknowledge that I have read the instructions on this report and I am aware of the laws that govern the Clerks Retirement and Relief Fund as they pertain to contributions to the Fund in regard to eligibility, payroll deductions, and reporting. Further, I hereby certify that the information shown herein is true and correct.

Date Signature of Clerk of Court

Louisiana Clerks of Court Retirement and Reliet Fund

MONTHLY CONTRIBUTION REPORT

DROP MEMBERS

This report <u>MUST</u> accompany the ACTIVE monthly contribution report (*If Applicable*)

Parish

Contribution Month

DROP Employee Name	Social Security Number	Gross Salary	than twen week for mo	ember average more twenty hours per for monthly payroll porting period?	
			Yes	No	
IF YOU INDICATED "NO" FOR DROP	MEMBER A CHANGE I		ACCOMPA	NY THIS	
Rep	ort Summary and Certific	cation			
	DROP Employee Salarie	S	Employer (Contributions	
Please <u>ADD</u> DROP Employee Salaries					
	ons to Form 1:	21.00%			
Adjustment from prior month(s) Brief explanation for adjustm	ant	Adjustment Amount			
biter explanation for aujustin	ent.	Aujustinent Anoun	•		
			_		
			_		
	DKOP	Amount Paid to Fund			
hereby acknowledge that I have read the inst Retirement and Relief Fund as they pertain to c eporting. Further, I hereby certify that the info	ontributions to the Fund in re	egard to eligibility, pay			

July	2020
Forn	13

RE-EMPLOYMENT OF RETIREE

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

I hereby certify that I <u>did not</u> 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	TIREE Name Social Security Number Gross Salary Hours Worked	Gross Salary	Hours Worked	Rate of Pay
RETIREE Maine		fibuls worked	HOURLY	

Please <u>ADD</u> 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

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