

# EMPLOYER BULLETIN

## Annual Report Reminder and MIBD Form Instructions

July 2013

### Annual Report Reminder

Employers are required to file their 2012-13 Annual Report of Earnings via the Web-based Annual Reporting System (ARS). For additional information on the Web-based ARS, please refer to the “ARS” drop down within the Employer area online. This section lists:

- instructions for filing the Annual Report of Earnings and related forms via the Web-based ARS,
- ASCII fixed length format specifications,
- instructions for creating an Excel file for working in a table view format,
- a list of edit codes and the action required for each edit,
- tips and tricks for using the Web-based ARS, and
- Chapter 5 of the *Employer Guide*.

### Filing Deadline

**August 15** is the filing deadline of the Annual Report of Earnings. This form should report service credit and creditable earnings in accordance with applicable laws and rules. An Annual Report failing to materially conform to the applicable laws and rules of TRS will not be deemed received until it is properly corrected and resubmitted to TRS. **A \$250-per-day, late-filing penalty will be assessed for each day past the deadline that this form is not on file with TRS.** If an employer is assessed a late filing penalty, the penalty will be reflected in the penalties section of the Employer Bill.

### Contact Us

If you have questions regarding the Annual Report of Earnings, please call our Employer Services Department at (888) 877-0890, option 1 or email: [employers@trs.illinois.gov](mailto:employers@trs.illinois.gov). We are available to unlock Web access accounts from 7:30 a.m. to 4:30 p.m. Monday through Friday.

### Member Information and Beneficiary Designation (MIBD) Form

#### Available Only Online

The form is available under the member forms area of the TRS Web site as a fillable form: <http://trs.illinois.gov/members/forms/mibd.pdf>

Please ask members to complete the form online. After the form is completed, it must be printed, signed, dated, and submitted to the TRS Springfield office.

The typed, fillable form eliminates errors that may occur when TRS reads handwritten text and enters it into the computer system for each new member's record.

#### Form's Purpose

The form provides TRS with valuable demographic information, is used to initiate a new member's account, and it establishes or changes a member's beneficiary designation in the event of his or her death.

When a new teacher who has never participated in TRS is hired, please be certain the teacher completes a MIBD form. If a new teacher who already has service with TRS is hired, it is not necessary to have him/her fill out another MIBD form. Once membership has been established with TRS, a new MIBD form is only necessary if the teacher wants to change the beneficiary designation.

**Please note that teachers do not indicate the names of the school districts in which they are employed on the MIBD form.** Consequently, please inquire if new substitute teachers have prior TRS service or recently completed an MIBD form provided by another school district before asking him/her to complete an MIBD form.

It is preferable for a teacher to complete a Change of Address form, which can be filled in and printed from

2815 West Washington  
P.O. Box 19253  
Springfield, Illinois 62794-9253

(888) 877-0890  
[employers@trs.illinois.gov](mailto:employers@trs.illinois.gov)



our Web site, instead of an MIBD form for a change in address. If the teacher chooses to use the MIBD form for an address change, the form must be completed fully, even if the beneficiary designation is the same.

The MIBD form can be used to notify TRS of a change in a teacher's name. The MIBD form should be completed fully, even if it is just a name change. TRS can also take an active teacher's name change in writing from the teacher.

### Mail After Completion

#### **Do not hold form until the fall**

It is important that the teacher or district mail the MIBD form as soon as the teacher completes it to ensure that the mailing address and beneficiary designation for the member is current on the TRS computer system.

If a teacher asks an employer to mail the MIBD form for him/her, the employer should check to see that the MIBD form has been completed, signed, and dated.

Then the employer should fax, email, or mail the form to TRS at:

Fax: (217) 787-2269

email: [members@trs.illinois.gov](mailto:members@trs.illinois.gov)

mailing address:

Teachers' Retirement System

2815 West Washington

P.O. Box 19253

Springfield, Illinois 62794-9253