



# MICHIGAN OFFICE OF RETIREMENT SERVICES

P.O. Box 30171 · Lansing, MI 48909-7671

Michigan.gov/PSRU

Toll Free: 800-381-5111

Fax: 517-284-4416

## Instructions

*Line 1:  
This amount due is found on page 1 of the Employer Statement.*

*Lines 2 through 13:  
Enter all contributions due from reports not yet reflected in the statement but for the time period of this statement or previous periods.*

*Line 14:  
Sub-total of lines 2 through 13 of each column.*

*Line 15:  
Add together the sub-total of both columns on line 14.*

*Line 16:  
Total of amounts on line 1 and line 15.*

*Line 17:  
Enter payments made during the statement period, but not reflected on the statement.*

*Line 18:  
Subtract line 17 from line 16. Enter amount in line 18.*

### Balance Due at end of reporting period per employer statement (mm/dd/yyyy):

1.	Net Payment Due Including Unposted Records (Statement Total)		
2.	Retirement Report Ending Date (mm/dd/yyyy):	<b>Regular</b>	<b>Adjustment</b>
3.	Employer Contributions		
4.	Member Contributions		
5.	TDP Contributions		
6.	Retirement Report Ending Date (mm/dd/yyyy):	<b>Regular</b>	<b>Adjustment</b>
7.	Employer Contributions		
8.	Member Contributions		
9.	TDP Contributions		
10.	Retirement Report Ending Date (mm/dd/yyyy):	<b>Regular</b>	<b>Adjustment</b>
11.	Employer Contributions		
12.	Member Contributions		
13.	TDP Contributions		
14.	<b>Sub-Totals (Add lines 2-13)</b>		
15.	<b>Balance expected for current month (Sub-total of line regular and adjustment)</b>		
16.	<b>Sub-total of line 1 plus line 15</b>		
17.	<b>Subtract any payment made for the above reports</b>		
18.	<b>Net amount past due per this reconciliation</b>		

Note: Contributions on wages paid in a given month are due on or before the 7th of the month following the month in which wages are paid.