



WAIVER FOR UNREPORTED SERVICE IN THE IMMEDIATELY PRECEDING SCHOOL YEAR

Reporting Entity Number: _____ Reporting Entity Name: _____

Section 25.408, Texas Government Code requires reporting entities to submit all member and employer deposits and documentation to TRS before the 7th day after the last day of the month. If your reporting entity failed to report service and/or compensation for a member in the immediately preceding school year, Section 25.28(g) of the TRS Rules provides that if the failure to comply with this requirement was due to a technological error, the employer may request a waiver of the timeline for submitting deposits and documentation and if the waiver is granted, may correct the errors by submitting the required deposits and documentation and paying penalty interest on the late deposits. The error may be corrected if the following requirements are met:

- (1) the person for whom contributions were due is currently employed by the employer and compensation for the current year remains due to the employee;
- (2) the employer requests a waiver of the reporting requirements under Section 825.408(a), Texas Government Code, and the request is granted by TRS;
- (3) the employer submits member contributions on the unreported amounts pursuant to Section 825.409, Texas Government Code, from any remaining compensation due to the employee and any employer contributions due on the compensation are paid by the employer;
- (4) the employer pays the interest required by Section 825.408, Texas Government Code, and corrects the records for the report months in which the compensation was paid as directed by TRS; and
- (5) the error is corrected by the end of the school year following the school year in which the service was rendered and/or the compensation was paid.

Upon receipt of the member and employer contributions and the corrected report(s), the service credit and/or compensation credit will be credited to the member. Service or compensation credit may not be granted under this process for service rendered or compensation received in a school year prior to the immediately preceding school year.

REQUEST FOR WAIVER

Pursuant to Section 25.28 of the TRS Rules, in my capacity as an authorized reporting official for TRS purposes I request on behalf of _____ (name of reporting entity) a waiver of the requirement to submit all member and employer deposits and documentation before the 7th day after the last day of the calendar month for the member identified below and represent that the failure to include the deposits and documentation was not done knowingly or intentionally but was due to a technological error.

Member Name _____

Member SSN _____

Month and Year Unreported Service was rendered: From _____ To _____

Report month and year the adjustment(s) will be reported _____

Requested by:

Printed Name of Authorized Reporting Official: _____

Signature of Authorized Reporting Official: _____

Below Section is for TRS only

Granted by: _____