



TERMINAL INPUT INSTRUCTIONS

Teacher Retirement System



00-182 (Rev. 3-02/3)

IMPORTANT:

Before placing your call, you must figure the "Check Digit" for the total amount you are paying. See the example below:

EXAMPLE:

Amount: **\$125,500.50**

Add the digits together..... 1 + 2 + 5 + 5 + 0 + 0 + 5 + 0 = 18
 Count the number of digits (*do not count commas or decimals*) 8
 Add the results 26

This number is your "Check Digit" \uparrow

MAIN MENU OPTIONS

Add a transaction **A**
 Change a transaction **C**
 Delete a transaction **D**
 Inquire about a transaction ... **I**
 Exit **X**

Using the software and instructions provided, dial into the system.

Select **State of Texas Financial Network** and press return.

The system will prompt you to enter the following, in order:

Enter your **identification number** and press return.

Enter your **location number** and press return

Enter your **password** and press return.

Enter **A** to enter your payment information.

Enter the **total amount** you are paying and press return.

The **Check Digit** provided by the system should equal the check digit you calculated

You may accept the **settlement date** (funds transfer date) or enter a new date.

Enter the **report month**, and press return. Use MM format, following the state fiscal year.
 For example: enter **01** for September, **02** for October, etc.

Enter the **retirement contribution** amount from TRS 1 or 4 and press return.

Enter the **insurance collection** amount from TRS Form 374 and press return.

Enter the **federal fund contribution** amount from TRS Form 2 or 2B and press return.

Enter the **statutory minimum collection** from TRS Form 372 and press return.

Enter the **non-education contribution** amount from TRS Form 370 and press return.

Enter the **interest** amount due from TRS Form 376 and press return.

Enter the **federal insurance** amount due from TRS Form 488 and press return.

Enter the **educational/general - local funds** amount due from TRS Form 553 and press return.

Enter the **SSBB payroll deduction** amount due from TRS Form 565 and press return.

Enter the **TRS Active Care** billed amount due and press return.

To accept data as correct, press **Y**. To change the data, press **N**.

The system gives a **trace number**.

Enter **Y** to print the transaction, or **N** if no printing is necessary.

Enter **X** to disconnect from the system.

TOTAL REMITTANCE

CHECK DIGIT

_____/_____/_____
SETTLEMENT DATE

REPORT MONTH

RETIREMENT TRS 1 OR 4

INSURANCE TRS 374

FEDERAL FUND TRS 2 OR 2B

STAT MINIMUM TRS 372

NON-EDUCATION TRS 370

INTEREST DUE TRS 376

FED. INSURANCE TRS 488

ED/GEN - LOCAL FUNDS TRS 553

SSBB DEDUCTION TRS 565

ACTIVE CARE

TRACE NUMBER

What if an error is found after the trace number is given? Choose "change" or "delete" from the menu options. The system will display all pending transactions individually. To browse through them, press "page down." To select a transaction, press return. Enter the change(s) and record the new trace number.

NOTE: Corrections must be made by 6:00 p.m. (Central Time) on the business day **before** your settlement date.

For further assistance, call 1-800-531-5441, extension 33010.