

Reporting checklist

MyTRS monthly deduction reporting checklist

Below is a checklist designed to walk you through the different steps of processing an MTRS deduction report.

Month/Year: _____

- Make your payment using EFT, or mail a check and submittal form *
- Import MTRS Deduction Report **
- Process your imported deduction file **
- Compare your deduction report's Total Due on the deduction tab to your payment(s) or payroll system control reports ***
- Check your report for errors or exceptions in the Deduction Report Editor ***
- Submit your report ***

* For a detailed explanation of paying via EFT, please see MyTRS guide **GP 11 – Making EFT payments**.

** For a detailed explanation of importing your deduction report, please see MyTRS guide **GP8 Deduction Reporting Part-1 - Imports**.

*** For a detailed explanation of using the deduction report editor and processing your deduction report, please see MyTRS guide **GP9 – Deduction Reporting Part-2 – Report Processing**.