

## **EXAMPLE 4: Removing wages from a prior period**

In this example the member was overpaid and the wages and contributions need to be removed from a prior period. The wages and contributions are being removed from January 2016 with the February 2016 reporting. A Form 9 is required to remove the wages and contributions from January.

Only one Form 9 is necessary to remove the wages and contributions. The Form 9 for R or RU members is used in this example.

Enter the School Name, Employee Name, Employee SS#, Adjustment line, check the Overpayment line and the R job category line.

SCHOOL NAME:		ABC School				
EMPLOYEE NAME:		John Johnson			EMPLOYEE S	s#: 123-45-6789
TOTAL				The total must be reported on	*Adjustment(s	) will appear on electronic
ADJUSTMENT AMT:	\$ (246.00)		0)	Line I of the Form 100 in the	file named:	ABC022016W1
		Total adj. = (2) + (3) below		Under or Over payment Columns	r	
PLEASE CHECK ONE	<u>:</u>					
<b>→</b>	X	Overpayment	(Am	ounts must be shown as negative,	) <u>X</u>	R <b>——</b>
		Underpayment (Amo		ounts must be shown as positive)		 RU

Next, enter an explanation for the adjustment:

Explanation of adjustment. Member received an extra paycheck in error, removing overpaid wages and contributions from January 2016.

Then, complete the **Period to be Adjusted, Salary**, and **Contribution** sections:

\*\* The period to be adjusted will always be the last day of the month you are adjusting.

EACH PERIOD  TO BE ADJUSTED	SALARY	MEMBER CONTRIBUTIONS	EMPLOYER CONTRIBUTIONS	
1/31/2016	\$ (1,000.00)	\$ (107.00)	\$ (139.00)	
TOTALS:	\$ (1,000.00)	\$ (107.00)	\$ (139.00)	
	(1)	(2)	(3)	

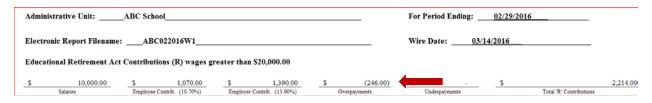
The **Member** and **Employer Contributions** column totals are added and entered into the **Total Adjustment Amount**:

TOTAL		The total must be reported on
ADJUSTMENT AMT:	\$ (246.00)	Line I of the Form 100 in the
	Total adj. = (2) + (3) below	Under or Over payment Columns

An authorized official must sign and date the form.

For each period listed on the Form 9, an entry must appear on the Work Report as an adjustment. For this Form 9 there is one negative adjustment for January 2016.

The **Total Adjustment Amount** must show on the Form 100 on the **Overpayments** line for the R job category.



If you need help creating the adjustments on the Work Report, please contact your software provider.

If you have questions, please contact an ERB analyst:

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## **EXAMPLE 4: Removing wages from a prior period**

## P.O. BOX 26129 SANTA FE, NM 87502-0129

PHONE: (505) 827-8030 FAX NUMBER: (505) 827-8010

## ADJUSTMENTS TO MONTHLY REPORTS Regular Members "R" and "RU"

This form must be completed, signed and submitted to the Educational Retirement Board when an employee has been over or under paid and the incorrect amount was reported on a <u>previous</u> report. To prevent an overpayment of withdrawn (refunded) contributions, fax to this office as soon as the error is discovered and retain the original for your records.

\*Remember that the electronic file should include all entries as they appear on this form.

SCHOOL NAME:	ABC School			
EMPLOYEE NAME:	John Johnson		EMPLOYEE SS#:	123-45-6789
TOTAL		The total must be reported on	*Adjustment(s) will	appear on electronic
ADJUSTMENT AMT: \$	(246.00)	Line I of the Form 100 in the		BC022016W1
	Total adj. = (2) + (3) below	Under or Over payment Columns		
PLEASE CHECK ONE:				
X	Overpayment (Amo	ounts must be shown as negative)	X R	
	Underpayment (Amo	ounts must be shown as positive)	R	U
NOTE THAT IS NOT THE				
NOTE: If this adjustment is d		d in error you might need to comp		
Explanation of adjustment.	Member received an e	xtra paycheck in error, remo	ving overpaid wage	s and
	contributions from Jan	uary 2016.		
EACH PERIOD TO BE ADJUSTED 1/31/2016	<u>SALARY</u> \$ (1,000.00)	MEMBER CONTRIBUTIONS \$ (107.00	CON	MPLOYER FRIBUTIONS (139.00)
TOTALS:  SIGNATURE OF AUTHORI  DATE: 3/14/14	\$ (1,000.00) (1) ZED OFFICIAL:	S (107.00)	ss	(139.00) (3) ERB FORM 9 REVISED 05/28/09