



EDUCATIONAL RETIREMENT BOARD
 701 CAMINO DE LOS MARQUEZ
 P.O. BOX 26129
 SANTA FE, NM 87502-0129
 FAX NUMBERS: (855)214-0835 or (505) 827-8010

ADJUSTMENTS TO MONTHLY REPORTS
Return to Work "RT", "TU", "NR", "NU", "RP" and "PU"

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 **previous** report. Please 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: _____

EMPLOYEE NAME: _____ EMPLOYEE SS#: _____

TOTAL ADJUSTMENT AMT: \$ _____ <small>Total adj. = (2 + 3) below</small>	<i>The total must be reported on Lines III or IV of the Form 100 in the Under or Over payment Columns</i>	*Adjustment(s) will appear on electronic file named: _____
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<u>PLEASE CHECK ONE:</u>	<u>INDICATE JOB CATEGORY:</u>
<input type="checkbox"/> Overpayment <i>(List amounts below as negative)</i> <input type="checkbox"/> Underpayment <i>(List amounts below as positive)</i>	<input type="checkbox"/> RT (ERB Retiree) <input type="checkbox"/> TU (ERB Retiree) <input type="checkbox"/> NR (ERB 36 Month) <input type="checkbox"/> NU (ERB 36 Month) <input type="checkbox"/> RP (PERA Retiree) <input type="checkbox"/> PU (PERA Ret <20K)

NOTE: If this adjustment is due to a Job Category reported in error you might need to complete 2 Form 9's. Refer to instructions.

Explanation of adjustment. _____

<u>EACH PERIOD TO BE ADJUSTED</u>	<u>SALARY</u>	<u>RT, TU and NR, NU ONLY MEMBER CONTRIBUTIONS</u>	<u>RT, TU, NR, NU, RP, PU EMPLOYER CONTRIBUTIONS</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
TOTALS:	- _____	- _____	\$ - _____
	(1)	(2)	(3)

SIGNATURE OF AUTHORIZED OFFICIAL: _____

DATE: _____