



## DEPOSIT AND SERVICE REPORT

**EMPLOYERS: PLEASE DO NOT SEND THIS FORM TO STRS OHIO.** Use this optional form to gather information prior to completing and submitting the deposit and service report in Employer Self Service (ESS).

To enable us to compute and pay benefits to the employee listed below, complete and submit this report in ESS at the earliest date possible **after you can accurately determine the total earnings and deposits for the fiscal year**, even though final salary may be paid at a later date. Timely completion will speed both the processing of the application and finalization of the monthly benefit. See the reverse side of this form for instructions.

**For the STRS Ohio fiscal year beginning July 1, 2024, and ending June 30, 2025.**

### EMPLOYEE INFORMATION

Employee \_\_\_\_\_ Social Security number (last four digits) \_\_\_\_ \_

Employer name \_\_\_\_\_ Employer number \_\_\_\_\_

### EARNINGS

- Earnings under employee's 2024–2025 base contract ..... \$ \_\_\_\_\_
- Complete only if member's contract crosses fiscal years and member worked under contract in July:* Balance of employee's 2023–2024 contract earned in the 2024–2025 fiscal year ..... \$ \_\_\_\_\_
- Amount reported in the current fiscal year but earned in the prior fiscal year and not backposted. *Do not include accrued contributions* ..... \$ \_\_\_\_\_
- Supplemental or additional earnings (please itemize).  

Description	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____ Total: \$ _____
- Pickup included in compensation for retirement purposes ..... \$ \_\_\_\_\_  
Indicate percentage \_\_\_\_\_%
- Total 2024–2025 employee earnings** ..... \$ \_\_\_\_\_

### CONTRIBUTIONS

- Employee contributions — After-tax ..... \$ \_\_\_\_\_
- Employee contributions — Pretax ..... \$ \_\_\_\_\_
- Total 2024–2025 employee contributions** (14% of total 2024–2025 earnings on line 6. These contributions should agree with those reported on the 2024–2025 annual report.) ..... \$ \_\_\_\_\_

### SERVICE CREDIT AND CONTRACT INFORMATION

- Service credit earned in 2024–2025 ..... %
- Last pay date \_\_\_\_\_.
- Last day employee worked (including paid sick time) \_\_\_\_\_.
- Position held \_\_\_\_\_.
- Contract salary (please supply full contract amount even if not completed) ..... \$ \_\_\_\_\_
- Beginning date of full contract \_\_\_\_\_.  
Contract ending date (typically the last day of school) \_\_\_\_\_.  
Number of days in total contract (even if not completed) \_\_\_\_\_.  
*Disability only:* Member's current contract status — Active/Resigned/Other (circle one)
- Percentage increase generally granted to teaching employees ..... %

# INSTRUCTIONS FOR COMPLETING THIS REPORT

## EARNINGS

1. **Earnings under 2024–2025 contract** should be the amount earned by the employee during the 2024–2025 fiscal year under the most recent base contract. Do not include pickup included in compensation or supplemental earnings.
2. **Balance of 2023–2024 contract** is any amount reported as earnings in the 2024–2025 fiscal year that was part of the 2023–2024 contract, e.g., July 2024 earnings for an individual employed on a 260-day August through July contract.
3. **Amount reported in the STRS Ohio 2024–2025 fiscal year** but earned in the 2023–2024 fiscal year (before July 1, 2024) and not backposted. (Do not include accrued contributions.)
4. **Supplemental or additional earnings** are earnings for additional service outside the employee’s base contract. Please list and describe each supplemental and indicate the amount earned. Examples include extended days, coaching, summer earnings, etc.
5. **Pickup amounts** should be supplied **only** if pickup is included in compensation for retirement purposes (pickup-on-pickup).
6. **Total 2024–2025 employee earnings** (sum of 1 through 5).

## CONTRIBUTIONS

7. **Employee contributions — After-tax** are employee contributions that are INCLUDED in the employee’s gross earnings for federal and state income taxes.
8. **Employee contributions — Pretax** are employee contributions that are EXCLUDED from the employee’s gross earnings for federal and state income taxes.
9. **Total 2024–2025 employee contributions** are the sum of lines 7 and 8. (Should equal line 6 times 14%.)

## SERVICE CREDIT AND CONTRACT INFORMATION

10. **Service credit earned in the 2024–2025 fiscal year.** (Refer to the service credit calculator or *Service Credit Decision Tree* on the employer website for assistance in properly calculating service credit.)
11. **Last pay date** is the last pay date that payment was or will be issued to the employee.
12. **Last day employee worked** (including paid sick time).
13. **Position held by employee during 2024–2025** (classroom teacher, principal, professor, etc.).
14. **Contract salary** is the amount the employee would have earned, excluding supplemental contracts or payments for additional services, had the employee completed the current contract, including any midyear increases.
15. **Beginning and ending dates of full contract** should indicate the month and day service was contracted to begin and end. Also indicate the number of days of service in the full contract (even if not completed). For disability retirement or allowance, circle the member’s current contract status.
16. **Percentage increase generally granted to teaching employees** is the overall increase in salary schedules or other salary documentation for the current contract year over the preceding contract year covering teaching employees who are STRS Ohio members. For employers without salary schedules, indicate average increase paid to teaching employees.

## INFORMATION ON COMPLETING THE REPORT

**Please complete and submit this report in ESS at the earliest possible date.** This report must be certified by a treasurer or payroll officer. The information contained in this report will be updated in our records and should be included on the applicable year’s annual report.