

# Updated "TRS New Hire" procedure and Form 106



Montana Teachers' Retirement System <TRS@announcements.mt.gov>  
To

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M E M O

**To:** TRS Employers

**From:** Nolan Brilz, Accounting/Fiscal Manager, Montana Teachers' Retirement System

**Date:** February 28, 2025

**Re:** TRS "New Hire Procedure" and Form 106 have been updated

TRS has revised the **New Hire Procedure for Employers** and **TRS Form 106** to ensure they are consistent with the recent *Elective Membership Deferral* changes in the TRS Wage & Contribution Reporting System.

- You'll notice the new hire procedure has been simplified and is now a 1-page document! It will help you determine whether someone hired into a TRS-reportable position is already a TRS member with contributions on account.
- You **must** follow the procedure before you report an employee to TRS with the new "non-contributing" work status. (Remember, that work status is **only** for substitute teachers or part-time aides/paras who do not have contributions on account with TRS and who elected to defer membership on Form 106.)

The three "new hire" documents are found on the Forms page of the TRS website, in the Employer Forms section:

Form	Form Name	View/Print
-	New Hire Procedure for Employers	<a href="#">View/Print</a>
-	Handout for New TRS Members – for distribution by employer	<a href="#">View/Print</a>
106	Membership Election (ONLY for a Substitute Teacher or Part-time Aide/Para who is NOT already a TRS member)	<a href="#">View/Print</a>

TIP:

On January 31, 2025, TRS sent an email with detailed instructions for using the new non-contributing work status. That notice is posted on the TRS [Communication Archive](#) webpage for your reference.



Montana Teachers'  
Retirement System

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*You are receiving this email because you are listed with TRS as a Payroll contact for your employer and/or you are a registered user of the TRS Wage & Contribution Reporting System. Please forward this message to any others who may need it.*

*If you believe you have received this message in error, please let us know: [trsoutreach@mt.gov](mailto:trsoutreach@mt.gov)*