

**FORM 141: EMPLOYER DESIGNATION OF ADMINISTRATOR
FOR ONLINE EMPLOYER REPORTING SYSTEM(S)**

In compliance with the Americans with Disabilities Act of 1992, alternative accessible formats of this document will be provided upon request.

PLEASE TYPE OR PRINT LEGIBLY IN DARK INK

An employer that uses the TRS online employer reporting system(s) must designate the specific employee(s) who will be primarily responsible for online reporting to TRS (referred to as "Online Administrators") for each system. This form must be completed and signed by the designated Online Administrator, and by an authorized employer representative. *Each individual signing this form certifies that he/she has read, understands, and will comply with the information/instructions on page 2.*

SECTION I: EMPLOYER INFORMATION

Employer's Printed Name

TRS Employer Number

() _____
Employer's Telephone Number

() _____
Employer's FAX Number

Employer's Mailing Address - City, State, ZIP+4 (if unknown, use 5-digit ZIP code)

SECTION II: DESIGNATION OF ONLINE ADMINISTRATOR

For Wage and Contribution Reporting System and/or Employer Insurance Deduction System

Online Administrator's Printed Name

Job/Position Title

Work Email Address

() _____
Work Telephone

TRS User Name (must be at least six characters)

SECTION III: SIGNATURES OF ONLINE ADMINISTRATOR AND EMPLOYER REPRESENTATIVE

Online Administrator's Signature

Date

The employer representative signing this form represents that he/she is an administrative officer, a trustee, or other representative of the employer who has general authority to direct the employees of the employer or who has authority to enter into legally binding agreements on behalf of the employer.

Employer Representative's Printed Name

Title

Employer Representative's Signature

Date

**FORM 141: EMPLOYER DESIGNATION OF ADMINISTRATOR
FOR ONLINE EMPLOYER REPORTING SYSTEM(S)****INFORMATION AND INSTRUCTIONS FOR
EMPLOYERS AND ONLINE ADMINISTRATORS USING THE TRS ONLINE EMPLOYER REPORTING SYSTEMS****Responsibility of Employers**

- An employer must designate at least one Online Administrator responsible for required monthly reporting using the TRS Wage and Contribution Reporting System and at least one Online Administrator responsible for required reporting using the TRS Employer Insurance Deduction System. The same employee may be designated as the Online Administrator for both systems.
- An Online Administrator (and any other additional users) will have access to confidential information pertaining to individuals both as employees of the employer and as members of TRS, and will have access to TRS and State of Montana data systems. The employer is responsible to ensure the Online Administrator is trained and complies with all applicable requirements in the handling, use and disclosure of confidential information, and in access to and use of TRS and State of Montana data systems.
- The employer is responsible to ensure that an employee has completed **Form 117 Authorization for Deduction of Health Insurance** prior to implementing insurance deductions for the employee.
- An employer needs to contact TRS to revoke a prior Online Administrator's designation for that system.

Responsibilities of Online Administrators

- The Online Administrator will be TRS's primary point of contact regarding the employer's online reporting to TRS and will be primarily responsible for timely reporting of employer information in compliance with TRS law, policy, and instructions. The Online Administrator must comply with all TRS and State of Montana law and policy regarding access to and use of confidential information and data systems.
- An Online Administrator may assign additional users to complete the required reports using the TRS online employer reporting systems. The Online Administrator must ensure that access by additional users of the online employer reporting system(s) is in compliance with all applicable law, policy, and instructions.

Completing This Form and Finalizing Authorization

- After completing Sections I and II of this form online, the Online Administrator must print the completed form, sign where indicated in Section III, and submit the form to the appropriate Employer Representative for signing.
- The Employer Representative must complete and sign where indicated in Section III. The completed and signed original form, signed by both the designated Online Administrator and the Employer Representative, must be mailed to TRS. TRS will not accept faxed copies of the signed form. **The Online Administrator will not be granted access to TRS's online employer reporting system(s) until TRS receives the original, signed form.**
- If the employer is designating one employee as the Online Administrator for both TRS online employer reporting system(s), check both Wage and Contribution Reporting System and Employer Insurance Deduction System in Section II. Separate forms must be completed for each employee designated as an Online Administrator.