

SAMPLE
Benefits Proportional by Method of Finance Section III —
Adjustment Notification (Institutions of Higher Education)

Date: 11/19/20XX

Submitted to: Employees Retirement System
(ERS Accounting Division)
P.O. Box 13207, Austin, TX 78711-3207
Email to: fax_general_acctg@ers.texas.gov

Teacher Retirement System
(TRS Benefit Accounting)
1000 Red River, Austin, TX 78701-2698
Email to: reporting@trs.texas.gov

Institution Name: Sample University

Agency Number 123

Compliance with HB 1, Article IX, Section 6.08, 88th Legislature, Regular Session, requires a proportional adjustment for the following benefit expenditures:

Group Insurance

Adjustment due to ERS
for \$ 5,622,931.19 on Document Number T1234559

Teacher Retirement System TRS District Number _____*

Credit due from TRS
for \$ _____ Payable to Vendor ID/Mail Code _____

Adjustment due to TRS
for \$ 1,272,318.38 on Document Number T1234568

Institution Contact Sample Contact Name

Phone (###) ###-####

Address Sample Institution Address Line 1

Address Line 2, City, State and ZIP code

* If you do not know the four-digit TRS district number assigned to your agency, please call 1-800-433-5734.