

ACTION ITEMS: KEY DATES & DEADLINES

MARCH						
Su	Mo	Tu	We	Th	Fr	Sa
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2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

March 31, 2025 – First Quarter Contributions Due – Revenue Transmittal form (PMRB-20). As a reminder, a [Revenue Transmittal \(PMRB-20\) form](#) must accompany each financial transaction (i.e., ACH or check). The PMRB-20 is located on our [website](#).

Please complete, date, sign, and return the form to PMRS and retain a copy your files. If you are paying via ACH please submit your completed PMRB-20 via email to RA-RSCOMPLETEDFORMS.pa.gov.

PMRS charges interest on first-quarter contributions received after March 31.

APRIL						
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March 31, 2025 – Certification for Foreign Fire Insurance Tax Distribution & General Municipal Pension State Aid form – (AG 385) due. If your pension plan receives state aid, you are required to file an AG-385 form, with the Department of Auditor General's Municipal Pension Reporting Program. The online form can be found on the [DCED website](#). More information regarding the filing can be found on the [Auditor General's website](#).

MAY						
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April 30, 2025 – First Quarter 2025 Quarterly Report of Compensation & Contributions (PMRB-21) forms are due. Prepopulated forms will be emailed to the plan's contact on record in mid-March. However, blank fillable PMRB-21 forms in pdf and excel are available on [our website](#).

Please complete and return the form to PMRS and retain a copy for your files. Plans are encouraged to submit your completed PMRB-21 via email to RA-RSCOMPLETEDFORMS.pa.gov.

Plans without any active members should still submit a PMRB-21 form to ensure PMRS' records are accurate.

JUNE						
Su	Mo	Tu	We	Th	Fr	Sa
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29	30					

PMRS Board Meetings – Board meetings are open to the public. For more information on location/virtual link, please contact PMRS or [check our website events calendar](#) for the agenda details.

- March 20, 2025
- June 26, 2025
- September 18, 2025
- December 18, 2025

UPDATES FROM PMRS

CEO UPDATE

This month, the board will hold its annual economic and financial education session with investment managers. This session will provide valuable insight into our investments and look to further diversify our investments in new asset classes to achieve long-term performance goals. I will provide an update in my executive summary after the board meeting later this month.

As we move forward in 2025, staff continue to make improvements to our system. Our executive team has set key initiatives that focus on enhancing our services, expanding our education, and maintaining our strong financial position to benefit all our members.

Thank you for your continued support.



Timothy A. Reese

Chief Executive Officer

Pennsylvania Municipal Retirement System

PMRS FINANCIAL STATEMENTS AND REPORTING UPDATE

PMRS is actively working to close the 2024 fiscal year. Once the processing of the Quarterly Report of Compensation and Contributions (PMRS-21) reports is done and reconciliations are completed, we will begin to distribute 2024 Member Annual Statements, followed by 2024 Municipal Annual Activity Statements. We anticipate mailing Member Annual Statements by April.

IS YOUR PMRS CONTACT INFORMATION UP TO DATE?

PMRS has shifted most of our communications to email. This process is meant to streamline and provide information to you in a timelier manner. Please contact PMRS if your contact information has changed.

MEMBER 2024 TAX FORMS

The 1099R tax forms were mailed in January to members who received disbursements in 2024. Members should contact PMRS with questions.

2025 MMO INVOICES

Minimum Municipal Obligation (MMO) invoices were sent via email at the end of December to the plan's contact on record with PMRS. If you haven't received your invoice, please contact our office. Full payment is due to PMRS by December 31, 2025.

ANNUAL PLAN AMENDMENTS

If there are any provisional changes to an employer plan, a plan amendment must be submitted along with the ordinance and resolution. Please contact your Client Relations Municipal Specialists to discuss and obtain the necessary documents in advance of implementing any changes to your plan.

Need Help?

To improve agency workflow and better serve our municipalities, we've assigned point of contacts based on the type of employer. The goal is to provide a relationship manager who can better assist you. Please feel free to contact them with any questions or requests.

Municipality Type	Contact	Contact Information
Regionals & Townships	Rhonda S. Joy Municipal Specialist	Direct: 717-772-1582 email: rjoy@pa.gov
Boroughs & Counties	Jo Anne Meyer Municipal Specialist	Direct: 717-710-2014 email: joameyer@pa.gov
Cities & Authorities	Melissa Brandt Municipal Specialist	Direct: 717-547-3857 email: melibrandt@pa.gov
Director of Client Relations	Vicki Long	Direct: 717-425-5527 email: vilong@pa.gov

You are also always welcome to call 800-622-7968. Completed forms can conveniently be submitted electronically by sending to ra-rsCompletedForms@PA.gov.

