

# THE OMNI GROUP

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Listens. Leads. Delivers.



Water Tower Office Park  
1099 Jay Street, Bldg. F, 2<sup>nd</sup> Fl.  
Rochester, NY 14611

July 30, 2009

Dear Client:

To ensure your district is in compliance with the new IRS regulations, OMNI will not remit contributions without a matching SRA (Salary Reduction Agreement) on file. If an employee's deduction amount listed in your payroll file is different than OMNI's records, the contribution will not be forwarded to the Service Provider. OMNI will hold the deductions for one payroll cycle to allow the updated SRA to be submitted. If the SRA is not received by the second payroll submission, the money will be sent back to the employer.

The following events will result in payroll refunds to the employer:

- Deduction amounts in payroll file do not match SRA.
- Service Provider in payroll file does not match SRA.
- Contributions are submitted prior to the account being established with the Service Provider; OMNI will allow 35 days for verification before refunding the employer.

Please contact your Remittance Specialist with any questions.

Thank you for your cooperation in this matter.

Sincerely,

Scott Klotzbach  
Manager of Remittance  
The OMNI Group