



AG-385 Form E-Filing User Guide

Municipal Pensions and Fire Relief Programs Unit

VERSION 2022.1

PA Department of the Auditor General

Municipal Pensions and Fire Relief Programs Unit

Contents

AG-385 GENERAL INSTRUCTIONS	2
AG-385 ONLINE Entry Instructions	3
Step 1 Page – Certification of Fire Protection & Pension Data Questions	6
Step 2 Page – Personnel Roster Data	8
Step 3 Page – Certification of Municipal Pension Plans	11
Step 4 Page – Municipality Contact Information	12
Step 5 Page – EFT Account Information	14
Step 6 Page – Municipality Certification	15
To Print the AG-385 Form	17
To Print the Personnel Roster Data	18
<i>Appendix A</i>	20
Downloading the Personnel Roster Data Template Files	20
<i>Appendix B</i>	22
Filling out the Personnel Roster Data Template Files	22
Using the EXCEL Template	24
Using CSV/Text Template	27
<i>Appendix C</i>	29
Browse for Personnel Roster Data File to Upload	29
<i>Appendix D</i>	31
Error/Warning Messages for Roster Data	31
<i>Appendix E</i>	37
Registering for a Municipal Statistics Account	37

**PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit**

AG-385 GENERAL INSTRUCTIONS:

- To participate in the **Foreign Fire Insurance Tax Distribution** and **General Municipal Pension System State Aid Programs**, Municipalities must complete the online form located on the Department of Community & Economic Development's Municipal Statistics website. The online form entry must be completed by **March 31** of the **current year** for the *prior year calendar data*. If the certification is not submitted through the Municipal Statistics website by the filing deadline, your Municipality may be ineligible to receive state aid. (Please ensure the form is properly completed. Incomplete or inaccurate forms will need to be corrected. The Municipality will be informed regarding this status, and they will need to go back in and make corrections.)
- **EVERY MUNICIPALITY MUST COMPLETE Step 1, Step 3*, Step 4, Step 5 and Step 6.** If your Municipality does not provide pension coverage for any type of employee (police officers, firefighters, or non-uniformed), then you will not need to do **Step 2 or Step 3**, otherwise you will need to do **Step 2** which automatically populates the fields on **Step 3**.
- You will be required to submit your Personnel Roster Data through the Municipal Statistics website in the form of an EXCEL spreadsheet, or a comma separated value data text file (.csv). An option to directly enter your data on a grid is available if you choose this option. See [Appendix A, B, and C](#) for detailed instructions on how to download the appropriate Personnel Roster Data Template, how to populate the Personnel Roster Data fields, and how to upload your Personnel Roster Data file.

Direct all questions to The Department of the Auditor General's Municipal Pensions and Fire Relief Programs Unit at:

Phone: **1-800-882-5073**
Email: Comptroller@PaAuditor.gov
Mail: Department of the Auditor General
Municipal Pension and Fire Relief Programs Unit
321 Finance Building
613 North Street
Harrisburg, PA 17120

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

AG-385 ONLINE Entry Instructions

To access the Department of Community & Economic Development’s Municipal Statistics (MunStats) website, enter the following URL in the address bar of your web browser. It is recommended that you bookmark this page.

<https://munstats.pa.gov/forms/login.aspx>

The screenshot shows the login page for the Municipal Statistics website. The header includes the Pennsylvania Department of Community & Economic Development logo and the title 'Municipal Statistics'. A navigation bar contains links for Home, Tip Sheets, Public Reports, DCED.PA.Gov, and Log In. Below the navigation bar is a 'General News' section with a message about downloading the PA Keystone Login Service guide. The main content area features a login form with fields for Username (marked with a red circle 1) and Password (marked with a red circle 2), and a blue Log In button (marked with a red circle 3). At the bottom, it says 'Powered by PA KEYSTONE LOGIN'.

1. Enter your Username.
2. Enter your Password.
3. Click **Log In** button.

Note: If you don’t have an account set up for the Municipal Statistics website, please see [Appendix E](#) on how to register for an account.

Login Issues:

If you are unable to log in to your user account due to a forgotten password, click on the “Forgot Your Password?” link at the bottom of the login page to reset your password. This will take you to Keystone Login, where you will enter your username and can reset the password via email or by answering the security questions. For additional assistance with logging in and/or resetting your password, please contact the Keystone Login Help Desk by phone at 1-877-328-0995 or by email at KeystoneLoginSupport@randstadusa.com. For all other questions relating to the Municipal Statistics website, please contact DCED at 1-888-223-6837.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Once registered for an account, click on the **AG-385 Form** link in the “**Your AG-385 Form Tasks**” box for access.

PA pennsylvania DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Municipal Statistics

Start Page

Home My Profile Tip Sheets Public Reports DCED.PA.Gov Log Out

General News

You may obtain a blank copy of the 2015 Annual Audit and Financial Report (DCED-CLGS-30) by clicking the link below:
<http://dced.pa.gov/download/dced-clgs-30-2015-municipal-annual-audit-and-financial-report/>
Note that this is a working copy only- All municipalities are required to e-file their Report with DCED.

Your Pending Tasks

Your 2017 Tax Information Form is due on 1/15/2017.

Your Editable Tasks

Your 2016 Elected and Appointed Officials was updated on 1/8/2016.
Your 2015 Annual Financial Report was updated on 9/13/2016.

Your Overdue Tasks

Your 2016 Tax Information Form was due on 1/16/2016.

Your AG-385 Form Tasks

Your AG-385 Form is due on 3/31/2016.

*For AG-385 Form, direct all questions to Municipal Pensions & Fire Relief Programs Unit at 1-800-882-5073 or email to Comptroller@PaAuditor.gov

Click on AG-385 Form link to begin the online entry for the AG-385 form

Pennsylvania Department of Community & Economic Development
Governor's Center for Local Government Services
400 North Street, 4th Floor
Harrisburg, PA 17120-0235
Phone: 888-223-6837
Fax: 717-783-1402
Email: RA-munistats@pa.gov

Upon entering the application, **Step 1** displays.

Note:

- Each page displays the following page header:

PA pennsylvania DEPARTMENT OF COMMUNITY & ECONOMIC DEVELOPMENT

Municipal Statistics

Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit

Municipality's Name & DCA Code **BORO** 3
Submission Status of AG-385 Form **Current Status**

Link to AG-385 E-filer Instructions Certification for Foreign Fire Insurance Tax Distribution & General Pension System State Aid
AG-385 Form for January 1, 2016 - December 31, 2016 Calendar year the AG-385 data is for

Home My Profile Tip Sheets Public Reports DCED.PA.Gov AG-385 User Guide Log Out

Note:

1. Please read instructions before completing this certification
2. False Statements made herein are punishable under 18 P.S. § 4904 (relating to unsworn falsification to authorities)
3. Direct all questions to Municipal Pensions & Fire Relief Programs Unit at 1-800-882-5073 or email to Comptroller@PaAuditor.gov

- To access this Guide on-line, click on the **AG-385 User Guide** link in the header section.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

- You use the **Next Page »** button at the bottom right corner of each page to navigate through each page until you get to **Step 6**. To go back to the previous page click on the **« Prev Page** button in the bottom left corner of each page.
- If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click **Save & Exit**.
- To go to a particular page quickly, click on the tab for the page you want to view.



PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Step 1 Page – Certification of Fire Protection & Pension Data Questions

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

CERTIFICATION OF FIRE PROTECTION

The responses provided in this section must be validated by supporting documentation which must be maintained by the municipality and will be subject to audit by the department.

1. Our municipality is serviced **SOLELY** by **Volunteer Firefighters**.

2. Our municipality is serviced **SOLELY** by **Paid Full-Time Firefighters**.

3. Our municipality is serviced by **BOTH** Paid Full-Time Firefighters and Volunteer Firefighters.

(You must indicate the proportion of the actual fire protection provided by each on a percentage basis.)

Paid Protection * % **Volunteer Protection** * % **Total** * **Must equal 100%.**

PENSION DATA QUESTIONS

4. Do you have Personnel Rosters to submit (police, firefighter, non-uniformed employees) * Yes No

[Next Page >](#)

Certification of Fire Protection

Select the option that applies to your Municipality:

1. Municipality serviced **Solely by Volunteer Firefighters**:
 - a. Check this box.
 - b. The *Volunteer Protection* box is automatically populated with 100%.
2. Municipality is serviced **Solely by Paid Firefighters**:
 - a. Check this box.
 - b. The *Paid Protection* box is automatically populated with 100%.
3. Municipality is serviced by **BOTH Paid Firefighters and Volunteer Firefighters**:
 - a. Check this box.
 - b. You must enter the proportion on a percentage basis for the actual fire protection provided by paid firefighters in the **Paid Protection** box.
 - c. You must enter the proportion on a percentage basis for the actual fire protection provided by volunteer firefighters in the **Volunteer Protection** box.
 - d. The 2 percentages entered must add up to 100%. This is validated when the form is submitted.

Note:

Do not include in the percentage attributable to paid firefighters, the service of volunteer firefighters who receive a token payment for their services. (Example – payment of \$10 for responding to a fire call).

For options 1, 2, and 3 you can only check one of them.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Pension Data Questions

4. Do you have Personnel Rosters to submit (police, firefighter, non-uniformed employees)?
- Click the **Yes** button when you have Personnel Roster Data for employees who are members of a pension plan.
 - Click the **No** button **ONLY** when you do not have any Personnel Roster Data to submit. This occurs when you have no employees who are members of a pension plan.

Note: You must select either Yes or No.

Click [Next Page »](#)

REMINDER: If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click [Save & Exit](#) .

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Step 2 Page – Personnel Roster Data

Note: Once saved, the Personnel Roster Data populates the fields on **Step 3**.

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

PERSONNEL ROSTER DATA

Does your municipality employ more than 1000 employees?

Yes (Or) No

Prev Page Next Page

Does your Municipality employ more than 1000 employees?

Click **Yes** if you employ more than a thousand employees.

The following screen displays:

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

PERSONNEL ROSTER DATA

Step 1: Download the appropriate Personnel Roster Data file template

Download Roster

AG-385 Roster Import Template (Excel file)	Download
AG-385 Roster Import Template (CSV/Text file)	Download

Step 2: Enter the roster data into the downloaded file and save it

Step 3: Upload the saved roster file

Attach the roster by clicking on the "Browse" button and click "Upload" button: Browse...

Upload Cancel

You must provide your Personnel Roster Data in an electronic format. Follow the steps in **Appendix A, B, and C** for further instructions on filing your Personnel Roster Data file electronically.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Click **No** if you employ 1,000 employees or less.

The following screen displays:

The screenshot shows a web interface for 'PERSONNEL ROSTER DATA'. At the top, there are six steps: Step 1, Step 2 (highlighted in orange), Step 3, Step 4, Step 5, and Step 6. Below the steps, the text reads: 'PERSONNEL ROSTER DATA' followed by 'Your data entry choices are:'. Two options are listed: '1. Direct entry into a fillable online grid - click **Direct Entry** button' and '2. Download Excel or CSV file template - click **File Upload** button'. Below the list are two buttons: 'Direct Entry' and 'File Upload', separated by '(Or)'. At the bottom left is a '< Prev Page' button and at the bottom right is a 'Next Page >' button.

Click **Direct Entry** to manually enter your Personnel Roster Data online using a fillable grid page.

Click **File Upload** to submit your Personnel Roster Data electronically. Follow the steps in **Appendix A, B, and C** for further instructions on filing your Personnel Roster Data file electronically.

When **Direct Entry** is clicked the following screen displays.

The screenshot shows the 'PERSONNEL ROSTER DATA' screen with Step 2 highlighted. A yellow banner reads: 'You must click the Submit Roster Data button at the bottom of this page before leaving this page'. Below this is a table with the following columns: Row No, Roster Type, Type of Plan, Date Plan Established, Pol/Fir Member of Non-U Plan, Employee Name (Last, First), Employee W-2 Full Time Wages, Date of Birth, Date of Hire, Date of Release, Release Status, Employee Contributions, Accumulated Employee Contributions, and an unlabeled column. The first row has '1' in the 'Row No' column, 'Select' in 'Roster Type', 'Select' in 'Type of Plan', 'Select' in 'Pol/Fir Member of Non-U Plan', and 'Not Applicat' in 'Release Status'. Below the table are 'Add New Row' and 'Delete' buttons. Green arrows point to these buttons with the text: 'Click to insert a row of data' and 'Click to remove a row of data'. At the bottom are 'Submit Roster Data' and 'Cancel' buttons. Navigation buttons '< Prev Page' and 'Next Page >' are at the bottom corners.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

- Each row represents an employee. Select from the drop down menu for roster type, type of plan, date plan established, and if police or fire member of a non-uniform plan. Enter employee name, *last name followed by first name*, wages, date of birth, data of hire, date of release (if applicable), release status (if applicable), employee contributions and accumulated employee contributions.

Note: See **Appendix B** for a detailed explanation of each of these fields.

- Then click **Add New Row** if you have additional data/employees to enter.

Note: To delete a row, click **Delete** to the right of the row to be deleted.

- Once you have entered all the employees for your Municipality, click **Submit Roster Data** at the bottom of the grid. This updates the fields on **Step 3**.

Note:

Validations are in place when you submit the Personnel Roster Data file. Each error message/warning will indicate where the correction needs to take place. See **Appendix D** for a list of possible errors you could receive when uploading or entering the Personnel Roster Data.

Row No	Roster Type	Type of Plan	Date Plan Established	Pol/Fir Member of Non-U Plan	Employee Name	Employee W-2 Full Time Wages	Date of Birth	Date of Hire	Date of Release	Release Status	Employee Contributions	Accumulated Employee Contributions	
1	Non-Uniform	DB - Define	12/08/1986	Not Applica	Robert Frost	74616.43	09/08/1951	06/26/2001		Not Applica			Delete
2	Non-Uniform	DB - Define	12/08/1986	Not Applica	Robert Wave	4423.04	07/25/1972	11/25/2011	04/28/2015	Retirement			Delete
3	Non-Uniform	DB - Define	12/08/1986	Not Applica	Michael Jordan	32373.33	01/17/1968	11/26/2012		Not Applica			Delete
4	Non-Uniform	DB - Define	12/08/1986	Not Applica	Jean Stapelton	47389.69	05/22/1965	07/14/2014		Not Applica			Delete

Review the data in the grid. You can update the data in the grid if you find any incorrect data.

Once the data has been reviewed:

Click **Submit Roster Data** to save the data to the system. You are taken to **Step 3** automatically. The saved data is used to populate fields on **Step 3**.

This dialog box is displayed when your Personnel Roster Data is successfully saved.

Attention
Your values are calculated and pre-populated on Step3

REMINDER: If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click **Save & Exit**.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Step 3 Page – Certification of Municipal Pension Plans

Certification of Full-Time Employees Participating in Municipal Pension Plans is for review/display only.

Please review Step 3 for accuracy. **Data entry is NOT available on this page.** This data was populated from the Personnel Roster Data submitted on Step 2.

Please review the values populated in all the fields. **If a mistake is noticed:**

1. Return to **Step 2**.
2. Update/Add/Remove the appropriate Personnel Roster Data record.
3. **Click Submit Roster Data to save the change and update the fields on Step 3.**

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6		
CERTIFICATION OF FULL-TIME EMPLOYEES PARTICIPATING IN MUNICIPAL PENSION PLANS <small>(Totals must agree with personnel roster.)</small>							
POLICE		FIREFIGHTER		NON-UNIFORMED			
1a. Number of working, active, full-time police officers who are members of a police pension plan(s). IF NONE, ENTER "0" <input type="text"/>		2a. Number of working, active, full-time firefighters who are members of a paid firefighters pension plan(s). IF NONE, ENTER "0" <input type="text"/>		3a. Number of working, active, full-time non-uniformed employees who are members of a non-uniformed pension plan(s). IF NONE, ENTER "0" <input type="text"/>			
1b. Was this police pension plan(s) established on or before 12/31/84 ? If no, please indicate date police pension plan(s) was established: <input type="radio"/> Yes <input type="radio"/> No Date: <input type="text"/>		2b. Was this paid firefighters pension plan(s) established on or before 12/31/84 ? If no, please indicate date firefighters plan(s) was established: <input type="radio"/> Yes <input type="radio"/> No Date: <input type="text"/>		3b. Was this non-uniformed pension plan(s) established on or before 12/31/84 ? If no, please indicate date non-uniformed pension plan(s) was established: <input type="radio"/> Yes <input type="radio"/> No Date: <input type="text"/>			
1c. Total full-time payroll for calendar year 2016 for police officers reported in 1a. \$ <input type="text"/>		2c. Total full-time payroll for calendar year 2016 for firefighters reported in 2a. \$ <input type="text"/>		3c. Number of working, active, full-time police officers or firefighters who are members of this pension plan(s) and NOT reported in 1a., 2a., or 3a. Police <input type="text"/> Firefighters <input type="text"/>			
				3d. Total number of working, active, full-time non-uniformed employees, police officers or firefighters for calendar year 2016 , who are members of this pension plan(s). 3a. + 3c. = 3d. Total <input type="text"/>			
				3e. Total full-time payroll for calendar year 2016 for non-uniformed members reported in 3a. and 3c. \$ <input type="text"/>			
« Prev Page						Next Page »	

Click [Next Page »](#)

REMINDER: If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click [Save & Exit](#).

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Step 4 Page – Municipality Contact Information

Municipal Officials Contact Information

Complete the contact information for your Municipal Officials.

The astericked fields are required.

Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
MUNICIPAL OFFICIALS CONTACT INFORMATION					
Secretary Information: (Copy From Treasurer) (Clear Secretary) (Clear All)					
Prefix*	<input type="text"/>	First Name*	<input type="text"/>	Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>	Suffix	<input type="text"/>	Address Line1*	<input type="text"/>
Address Line2	<input type="text"/>	City*	<input type="text"/>	State*	<input type="text"/>
Zip Code*	<input type="text"/> - <input type="text"/>	Phone Number*	<input type="text"/>		
<hr/>					
Treasurer Information: (Copy From Secretary) (Clear Treasurer)					
Prefix*	<input type="text"/>	First Name*	<input type="text"/>	Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>	Suffix	<input type="text"/>	Address Line1*	<input type="text"/>
Address Line2	<input type="text"/>	City*	<input type="text"/>	State*	<input type="text"/>
Zip Code*	<input type="text"/> - <input type="text"/>	Phone Number*	<input type="text"/>		
<hr/>					
Form Filled by: (Copy From Secretary) (Copy From Treasurer) (Clear Form Filled by)					
Prefix*	<input type="text"/>	First Name*	<input type="text"/>	Middle Initial	<input type="text"/>
Last Name*	<input type="text"/>	Suffix	<input type="text"/>	Address Line1*	<input type="text"/>
Address Line2	<input type="text"/>	City*	<input type="text"/>	State*	<input type="text"/>
Zip Code*	<input type="text"/> - <input type="text"/>	Phone Number*	<input type="text"/>	Title*	<input type="text"/>
<hr/>					
Tax ID No.*	<input type="text" value="23-6050408"/>	DCA Number*	<input type="text" value="01-0003-03"/>	Township/Boro Name*	<input type="text" value="ABBOTTSTOWN BORO"/>
Email Address*	<input type="text" value="abbottstown@comcast.net"/>				
« Prev Page		Next Page »			

If the existing information is incorrect, you can: Click on the [\(Clear All\)](#) link to clear the data in the Secretary Information, Treasurer Information and Form Filled By sections.

- Click on the [\(Clear Secretary\)](#) link to just clear the Secretary Information sections data.
- Click on the [\(Clear Treasurer\)](#) link to just clear the Treasurer Information sections data.
- Click on the [\(Clear Form Filled by\)](#) link to just clear the Form Filled by section.

You can copy fields from one section to another by clicking on the [\(Copy From Secretary\)](#) link or the [\(Copy From Treasurer\)](#) depending on what section's information you'd like to copy and then change the fields that aren't the same.

- Prefix – max 6 characters (Mr., Mrs., Miss, Dr...)
- First Name – max 20 characters
- Middle Initial – 1 character
- Last Name – max 20 characters
- Suffix – max 4 characters (Jr, Sr, II, III...)

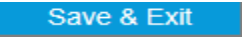
PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

- Address Line1 – max 36 characters
- Address Line2 – max 36 characters
- City – max 21 characters
- State – 2 characters
- Zip Code – Must enter the 5 digit zip, the 4 digit plus 4 zip is optional.
- Phone Number – Must enter 10 digits with no dashes.
- Title (Form Filled by section only) – max 10 characters

In the last section, the DCA Number and Township/Boro Name is automatically filled in. You must provide:

- Tax ID No – 9 digits
- Email Address – max 50 characters

Click 

REMINDER: If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click  .

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Step 5 Page – EFT Account Information

Electronic Funds Transfer Account Information

You must provide your Municipality's financial account information where your payment(s) will be deposited.

Note: The account entered on this screen **must be set up** for your Municipality with the Commonwealth of PA's Vendor Data Management Unit (VDMU).

The asterisked fields are required.

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

ELECTRONIC FUNDS TRANSFER ACCOUNT INFORMATION

Your state aid will be direct deposited into a financial institution of your choice. Please complete the fields below to indicate the financial institution. Please note if this account is not currently set up in the Commonwealth of PA's database, you will need to contact the Vendor Data Management Unit, VDMU to have this account added to your vendor number.

Name of the Bank*

Account Number*

Routing Number*

PLGIT Account Number
(Only enter your PLGIT Account Number if you want your funds directly deposited to this account, otherwise leave the field blank.)

« Prev Page Next Page »

- Name of the Bank – max 40 characters
- Routing Number – must enter a valid 9 digit routing number.
- Account Number – max 17 digits
- PLGIT Account Number – max 7 digits – **Only enter** your PLGIT Account Number if you want your funds directly deposited to this account, otherwise leave the field blank.

Click

Next Page »

REMINDER: If you need to exit the application before completing Steps 1 thru 6 and want to save what you have entered so far, go to **Step 6** and click **Save & Exit**.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Step 6 Page – Municipality Certification

Certification by Municipal Officials

This is the final step to certify the information provided on Steps 1 thru 5.

The asterisked/highlighted fields are required.

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

CERTIFICATION BY MUNICIPAL OFFICIALS

By checking this box and typing my name in the below text box, I hereby certify that all information contained in the AG-385 Certification form and supporting materials submitted to DCED via the Internet are all true and correct and accurately represent the status and economic condition of the Municipality, and I also certify that, if certifying on behalf of the Municipality, I have verified with an authorized representative of the Municipality that such information is true and correct and accurately represents the status and economic condition of the Municipality. I also understand that if I knowingly make a false statement, I may be subject to criminal prosecution in accordance with 18 Pa. C.S. Section 4904 (relating to unsworn falsification to authorities) and 31 U.S.C. Sections 3729 and 3802 (relating to false claims and statements).

Signature of Secretary/City Clerk* Signature of Chief Administrative Official*

The information certified and submitted by your municipality is subject to review and verification by the Department of The Auditor General.

- Check Box – This box must be checked along with the entry of the 2 signatures (type name in appropriate box) to complete the online submission process.
- Signature of Secretary/City Clerk – Type in the appropriate name.
- Signature of Chief Administrative Official – Type in the appropriate name.
- Click to submit the online form for approval, there are multiple validation checks that occur before the data is saved. If it passes all the validations, your form is saved and the status is updated to Submitted.
- Click if you haven't entered all the required data but need to exit the system. This will save what you've entered so far so you don't have to re-enter it.
- Click if you want to remove all changes entered. If you haven't previously submitted or saved the data, all data entered is lost, if you did submit or save the data, the updated fields are set back to their saved/submitted values.
- Click discards any changes not submitted and closes the form returning you to your home page.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

After your form is submitted successfully, **Step 6** redisplay with just the Cancel and Close buttons displayed. At this point, you can't change any of the data entered, if you need to make a change, please contact the Department of the Auditor General's Municipal Pensions and Fire Relief Programs Unit at 1-800-882-5073 or email Comptroller@PaAuditor.gov to reset the form so you can go in and make the change.

Click **Close** to return to your home page.


What happens after your form is submitted

The Auditor General's Municipal Pensions and Fire Relief Programs Unit performs an initial review of your submitted form data. If there are errors or questions, your form will be electronically returned, which means you will receive an email explaining the issue. This issue can be an error on your behalf or a question that needs addressed by you.

Also on your AG-385 Form Tasks box on the Munstats home page, you can see the status of your form. The status will be one of the following: Submitted for Approval, Reopened (Sent Back), or Approved.



Submitted for Approval

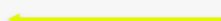
Your AG-385 Form Tasks
(Direct all questions to PA Auditor General's Municipal Pensions & Fire Relief Programs Unit at 1-800-882-5073 or email to Comptroller@PaAuditor.gov)

Your [AG-385 Form](#) has been submitted for approval by PA Auditor General's Municipal Pensions & Fire Relief Unit on 12/27/2017. 

Reopened (Sent Back)

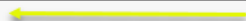
Your AG-385 Form Tasks
(Direct all questions to PA Auditor General's Municipal Pensions & Fire Relief Programs Unit at 1-800-882-5073 or email to Comptroller@PaAuditor.gov)

 Your [AG-385 Form](#) has been reopened by the PA Auditor General's Municipal Pensions & Fire Relief Unit on 12/27/2017 – make the appropriate corrections and resubmit your form. 

Sent Back Comments: Please contact the VDMU to have the bank account you submitted on the form setup. 

Approved

Your AG-385 Form Tasks
(Direct all questions to PA Auditor General's Municipal Pensions & Fire Relief Programs Unit at 1-800-882-5073 or email to Comptroller@PaAuditor.gov)

Your [AG-385 Form](#) has been approved by the PA Auditor General's Municipal Pensions & Fire Relief Unit on 12/27/2017. 

The information provided by your Municipality on the certification **AG-385 FORM** and the corresponding **PERSONNEL ROSTER DATA** will be subject to review and verification during a routine pension plan audit by the Department of the Auditor General. **YOUR MUNICIPALITY MUST MAINTAIN SUPPORTING DOCUMENTATION FOR DATA SUBMITTED THAT SHOWS HOW THE INFORMATION FOR CERTIFYING PERCENTAGES OF FIRE PROTECTION WAS OBTAINED AND HOW THE NUMBER OF EMPLOYEES CERTIFIED AND THE PAYROLL AMOUNT CERTIFIED WERE DETERMINED.**

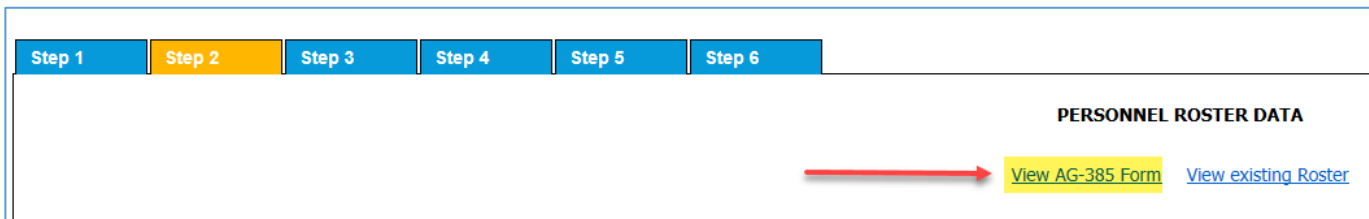
FALSE STATEMENTS MADE HEREIN ARE PUNISHABLE UNDER 18 P.S. § 4904 (RELATING TO UNSWORN FALSIFICATION TO AUTHORITIES).

IF A MUNICIPAL PENSION SYSTEM OR A VOLUNTEER FIREFIGHTER RELIEF ASSOCIATION RECEIVES AN OVERPAYMENT OF STATE AID BECAUSE OF INCORRECT DATA ON THE AG-385 FORM, THE OVERPAYMENT, PLUS INTEREST MUST BE RETURNED TO THE COMMONWEALTH.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

To Print The AG-385 Form:

1. Go to the Municipal Statistics Start Page.
2. Click on [AG-385 Form](#) link in the Your AG-385 Form Tasks box.
3. Click on **Step 2**.



4. Click [View AG-385 Form](#) link.

Note: Depending on your computer's operating system the following window may display:

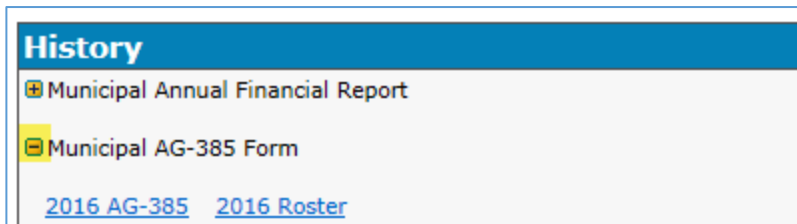


Select **Open** to view the form.

5. The AG-385 Form displays in PDF format.
6. To print :
 - a. Select **File** from the tool bar.
 - b. Select **Print** from the drop down list.
 - c. Click **Print** button.

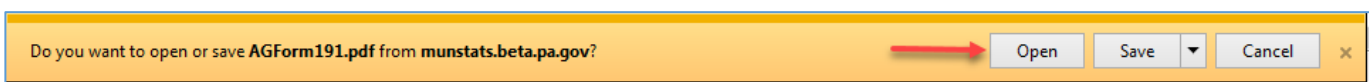
If your current year's form has been approved or you want to print a prior years form:

1. In your home page's History box, click on the + beside Municipal AG-385 Form to see the list.



2. Click on [yyyy AG-385](#) link to print that year's AG-385 form.

Note: Depending on your computer's operating system the following window may display:



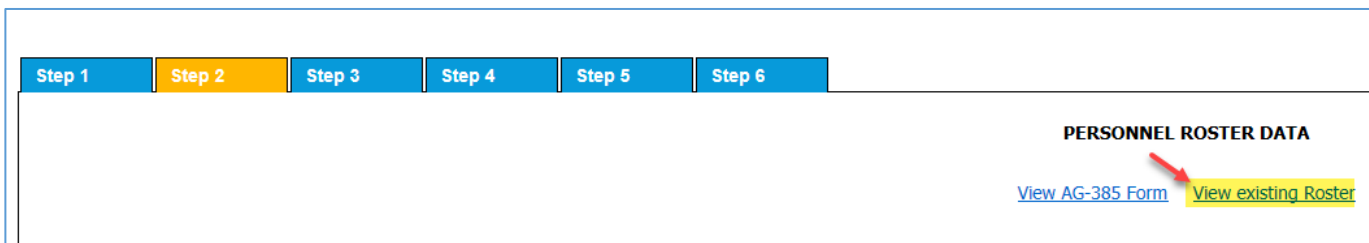
Select **Open** to view the form.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

3. The AG-385 Form displays in PDF format.
4. To print:
 - a. Select **File** from the tool bar.
 - b. Select **Print** from the drop down list.
 - c. Click **Print** button.

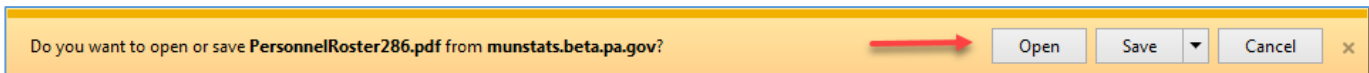
To Print The Personnel Roster Data:

1. Go to the Municipal Statistics Start Page.
2. Click [AG-385 Form](#) link in the Your AG-385 Form Tasks box.
3. Click **Step 2**.



4. Click the [View existing Roster](#) link.

Note: Depending on your computer's operating system the following window may display:

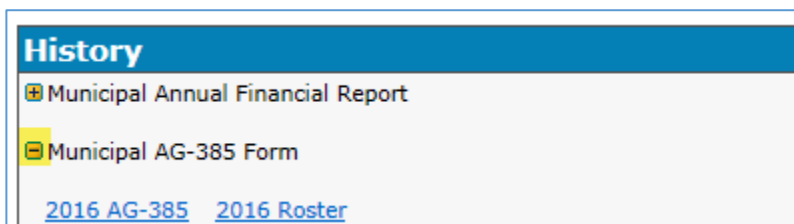


Select **Open** to view the roster.

5. The Personnel Roster displays in PDF format with each Roster Type starting on a separate page.
6. To print:
 - a. Select **File** from the tool bar.
 - b. Select **Print** from the drop down list.
 - c. Click **Print** button.

If your roster has been approved or you want to print a prior year's Roster:

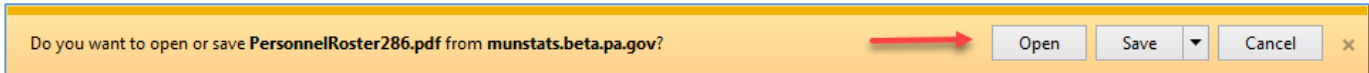
1. In your home pages History box click on the + beside Municipal AG-385 Form to see the list.



PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

2. Click on [yyyy Roster](#) link to print that years Personnel Roster form.

Note: Depending on your computer's operating system the following window may display:



Select **Open** to view the Roster.

3. The Personnel Roster displays in PDF format with each Roster Type starting on a separate page.
4. To print:
 - a. Select **File** from the tool bar.
 - b. Select **Print** from the drop down list.
 - c. Click **Print** button.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Appendix A

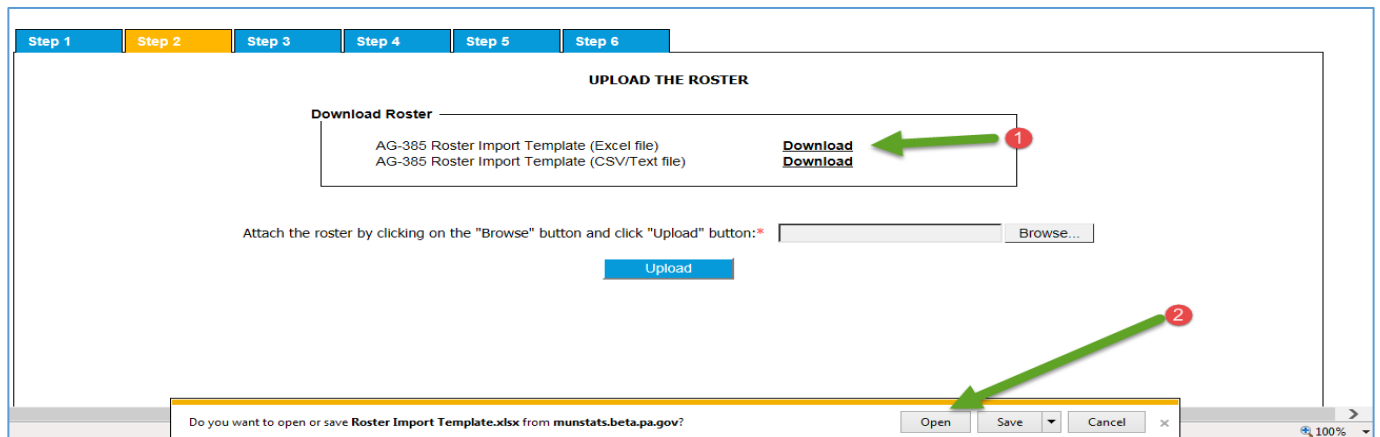
Downloading the Personnel Roster Data Template Files

Any extra data, alterations to the form/file or blank rows may result in an unexpected error when uploading your file to the system. Please only use the template form/file as intended.

1. Download the EXCEL Template.

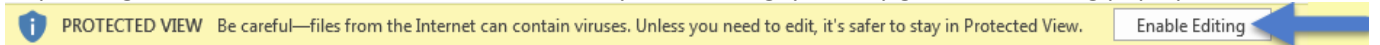
On Step 2:

- To report your Personnel Roster Data as an EXCEL spreadsheet:
 - Click **Download** link by the **AG-385 Roster Import Template (Excel file)**.
- Click **Open** to open up the file in Microsoft Excel.



Note:

Depending on the version of Microsoft Office Excel you are using, you may get the following pop up window



Click **Enable Editing** button

2. Download the CSV/Text File Template.

On Step 2:

- To report your Personnel Roster as a CSV/Text file:
 - Click **Download** link by the **AG-385 Roster Import Template (CSV/Text file)**.
- Click **Open** to open the file in your text editor.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Step 1 Step 2 Step 3 Step 4 Step 5 Step 6

UPLOAD THE ROSTER

Download Roster

AG-385 Roster Import Template (Excel file) **Download**

AG-385 Roster Import Template (CSV/Text file) **Download**

Attach the roster by clicking on the "Browse" button and click "Upload" button:*

Browse...

Upload

Do you want to open or save **Roster Import Template.txt** from **munstats.beta.pa.gov**? **Open** **Save** **Cancel** **x**

PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit

Appendix B

Filling out the Personnel Roster Data Template Files

You MAY NOT CERTIFY employees participating in:

- a. Individual Retirement Accounts (IRA) – Ineligible
- b. Deferred Compensation Plans – Ineligible

Municipal Authority Employees are not eligible unless the employees meet certain conditions in the Third Class City Code (see Section 3 of Act 362 of 1992).

Complete the Personnel Roster Data for all plans, **use 1 form for all roster types**. They will sort and populate by roster type in the upload process.

Your Municipality must maintain its pension plan for three (3) years before it qualifies for state aid.

Note: Municipalities may not retroactively establish a pension plan to qualify.

- a. A Municipality pension plan is “maintained” by the Municipality. “Maintained” means financial support for 3 consecutive years by means of municipal contributions.
- b. The plan may be administered by the Municipality or by a trustee, such as a bank, insurance company union or the Pennsylvania Municipal Retirement System.

Who to include in the Personnel Roster Data File:

• **Working, Active Full-Time Police Officers:**

Each police officer MUST meet each of these conditions anytime between January 1st and December 31st of the *prior calendar year*:

- a. Be an ACTIVE, FULL-TIME POLICE OFFICER employed by the Municipality.
- b. Be EMPLOYED FOR ANY SIX (6) CONSECUTIVE MONTHS during the *prior calendar year*.
- c. WORK NOT LESS THAN 35 HOURS PER WEEK.
 - a. Disability Benefits – You may report Police Officers receiving TEMPORARY SERVICE – RELATED DISABILITY BENEFITS.
- d. Be a MEMBER OF A POLICE PENSION PLAN and meet all of its requirements.

Police Pension Plan Established:

Your plan must have been established on or before 1/1/ (current year – 3) to be eligible for state aid. Example: if current year is 2016 (2016 – 3 =2013) 1/1/2013

Payroll for Police Pension Plan:

Use W-2 tax form earnings pertaining to only full-time employees for the *prior calendar year*. Include any Heart and Lung benefits as part of the employee W-2 wages.

**PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit**

Working, Active Full-Time, Paid Firefighters:

Each Paid Firefighter MUST meet each of these conditions anytime between January 1st and December 31st of the *prior calendar year*:

- a. Be an ACTIVE, FULL-TIME PAID FIREFIGHTER employed by the Municipality.
- b. Be EMPLOYED FOR ANY SIX (6) CONSECUTIVE MONTHS during the *prior calendar year*.
- c. WORK NOT LESS THAN 35 HOURS PER WEEK.
- d. Be a MEMBER OF A FIREFIGHTER PENSION PLAN and meet all of its requirements.

Firefighter Pension Plan Established:

Your plan must have been established on or before 1/1/ (current year – 3) to be eligible for state aid. Example: if current year is 2016 (2016 – 3 =2013) 1/1/2013

Payroll for Firefighter Pension Plan:

Use W-2 tax form earnings pertaining to only full-time employees for the *prior calendar year*. Include any Heart and Lung benefits as part of the employee W-2 wages.

• **Working, Active Full-Time, Non-Uniformed Employees:**

Each Non-Uniformed Employee MUST meet each of these conditions anytime between January 1st and December 31st of the *prior calendar year*:

- a. Be an ACTIVE, FULL-TIME NON-UNIFORMED employee employed by the Municipality.
- b. Be EMPLOYED FOR ANY SIX (6) CONSECUTIVE MONTHS during the *prior calendar year*.
- c. WORK NOT LESS THAN 35 HOURS PER WEEK.
- d. Be a MEMBER OF A NON-UNIFORMED EMPLOYEE PENSION PLAN and meet all of its requirements.

Non-Uniformed Employee Pension Plan Established:

Your plan must have been established on or before 1/1/ (current year – 3) to be eligible for state aid. Example: if current year is 2016 (2016 – 3 =2013) 1/1/2013

Uniformed Employee who is a Member of a Non-Uniformed Employee Plan:

- a. A paid firefighter or police officer who is a member of a non-uniformed plan must be reported under the Non-Uniformed Plan Type.
- b. The firefighter or police officer need to meet requirements a, b and c under the **Working, Active Full-Time Police Officers** section or the **Working, Active Full-Time, Paid Firefighters** section above, and requirement d under the **Working, Active Full-Time, Non-Uniformed Employees** section above.

Payroll for Non-Uniformed Employee Pension Plan:

Use W-2 tax form earnings pertaining to only full-time employees for the *prior calendar year*. Supervisor meeting pay **SHOULD NOT** be included on the certification form.

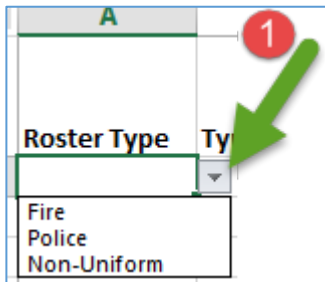
PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Using the EXCEL Template

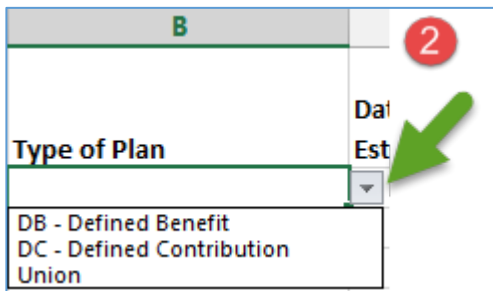
Highlighted fields are required

1	Roster Type	Type of Plan	Date Plan Established	Pol/Fir Member of Non-U Plan	Employee Name	Employee W-2 Full Time Wages	Date of Birth	Date of Hire	Date of Release	Release Status	Employee Contributions	Accumulated Employee Contributions
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												

1. Roster Type – Click arrow and select appropriate option.



2. Type of Plan – Click arrow and select appropriate option.



PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

3. Date Plan Established –enter date using mm/dd/yyyy format.
4. Pol/Fir Member of Non-U Plan – Only enter if Roster Type is Non-Uniform and employee is a Police Officer or Firefighter not covered under a Fire or Police pension plan. The firefighter or police officer must meet all the requirements outlined to be included on the roster.
Click the arrow and select the appropriate value.

The screenshot shows a dropdown menu for the field 'Pol/Fir Member of Non-U Plan'. The menu is open, showing two options: 'Fire' and 'Police'. A red circle with the number '4' is in the top right corner of the menu area. A green arrow points to the small downward-pointing arrow at the bottom right of the menu box.

5. Employee Name – enter **last name, first name**.
6. Employee W-2 Full Time Wages
7. Date of Birth - enter date using mm/dd/yyyy format.
8. Date of Hire - enter date using mm/dd/yyyy format.
9. Date of Release – if applicable, enter date using mm/dd/yyyy format.
10. Release Status – Only entered if a Date of Release is entered.

Click arrow and select the appropriate value

The screenshot shows a dropdown menu for the field 'Release Status'. The menu is open, showing four options: 'Death', 'Resignation', 'Retirement', and 'Termination'. A red circle with the number '10' is in the top right corner of the menu area. A green arrow points to the small downward-pointing arrow at the bottom right of the menu box.

11. Employee Contributions
12. Accumulated Employee Contributions
 - a. The Employee Contributions column is for the contributions made by the employee in the reporting year, and the Accumulated Employee Contributions column is for total contributions made by the employee since they enrolled in the plan, as of the reporting year.
 - b. Please note that the employee contributions columns are for informational purposes only and do not factor into the calculation of the municipality's annual state aid allocation.

After all the data is entered, **Save** the file (Excel Template) and **Close** EXCEL.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Sample Excel Template:

Roster Type	Type of Plan	Date Plan Established	Pol/Fir Member of Non-U Plan	Employee Name	Employee W-2 Full Time Wages	Date of Birth	Date of Hire	Date of Release	Release Status	Employee Contributions	Accumulated Employee Contributions
Non-Uniform	DB - Defined Benefit	6/1/1970	Police	Timothy Hutton	\$36,469.27	12/28/1967	12/31/2012	12/1/2016	Death	\$2,500.00	\$4,500.00
Police	DB - Defined Benefit	12/13/1976		Johnny Depp	\$84,021.47	1/13/1974	8/27/2007				
Fire	DB - Defined Benefit	4/30/1970		David Brook	\$104,022.24	1/22/1955	11/19/1985				
Non-Uniform	DB - Defined Benefit	6/1/1970		Theodore Roosevelt	\$49,543.14	8/29/1974	3/21/2011	7/15/2016	Retirement		
Police	DB - Defined Benefit	12/13/1976		Zoe Doe	\$81,353.34	4/30/1978	4/27/2007				
Police	DB - Defined Benefit	12/13/1976		Brian Piccalo	\$96,079.84	7/6/1973	12/26/1995				

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Using CSV/Text Template

The first line of data in the template contains the field names separated by a semi-colon (;).
DO NOT change this line.

```
"Roster Type";"Type of Plan";"Date Plan Established";"Pol/Fir Member of Non-U Plan";"Employee Name";"Employee W-2 Full Time Wages";"Date of Birth";"Date of Hire";"Date of Release";"Release Status";"Employee Contributions";"Accumulated Employee Contributions"
```

The field names are:

```
"Roster Type";"Type of Plan";"Date Plan Established";"Pol/Fir Member of Non-U Plan";"Employee Name";"Employee W-2 Full Time Wages";"Date of Birth";"Date of Hire";"Date of Release";"Release Status";"Employee Contributions";"Accumulated Employee Contributions"
```

You must account for every field listed in every record entered. Every piece of data must begin with a double quote (") and end with a double quote (") and a semi-colon (;).

1. Roster Type – required - valid values are:
 - Fire
 - Police
 - Non-Uniform
2. Type of Plan – required - valid values are:
 - DB - Defined Benefit
 - DC – Defined Contribution
 - Union
3. Date Plan Established – required – date format is mm/dd/yyyy.
4. Pol/Fir Member of Non-U Plan – required Only if Roster Type is Non-Uniform and employee is a Police Officer or Firefighter not covered under a Fire or Police pension plan. The firefighter or police officer must meet all the requirements outlined to be included on the roster. When appropriate valid values are:
 - Fire
 - Police
5. Employee Name – required.
6. Employee W-2 Full Time Wages – required.
7. Date of Birth – required – date format is mm/dd/yyyy.
8. Date of Hire – required – date format is mm/dd/yyyy.
9. Date of Release – if applicable - date format is mm/dd/yyyy.
10. Release Status - Only entered if a Date of Release is entered – When appropriate valid values are:
 - Death
 - Resignation
 - Retirement
 - Termination
11. Employee Contributions
12. Accumulated Employee Contributions – DO NOT put a semi-colon after this field.

**PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit**

Sample File:

Every field has a value

"Non-Uniform";"Union";"01/01/2010";"Fire";"John
Smith";"15800.00";"08/11/1969";"01/01/2011";"11/17/2016";"Death";"1245.75";"4500.00"

Every field has a value EXCEPT Pol/Fir Member of Non-U Plan

"Fire";"DC - Defined Contribution";"01/01/2010";"";"Jane
Doe";"15500.00";"04/18/1965";"02/01/2012";"04/17/2016";"Retirement";"545.75";"2500.00"

Only required fields have a value

"Police";"DB - Defined Benefit";"12/13/1976";"";"Johnny Depp";"84021.47";"1/13/1974";"8/27/2007";"";"";"";"";
"Non-Uniform";"DB - Defined Benefit";"6/1/1970";"";"Theodore
Roosevelt";"49543.14";"8/29/1974";"3/21/2011";"";"";"";"";

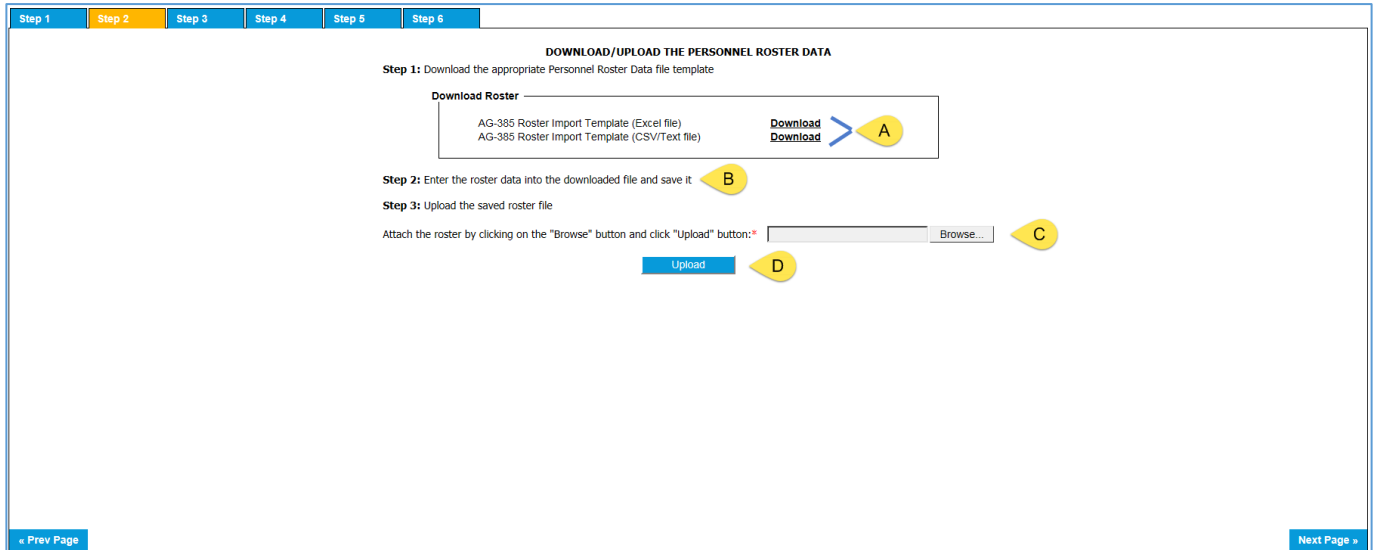
PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Appendix C

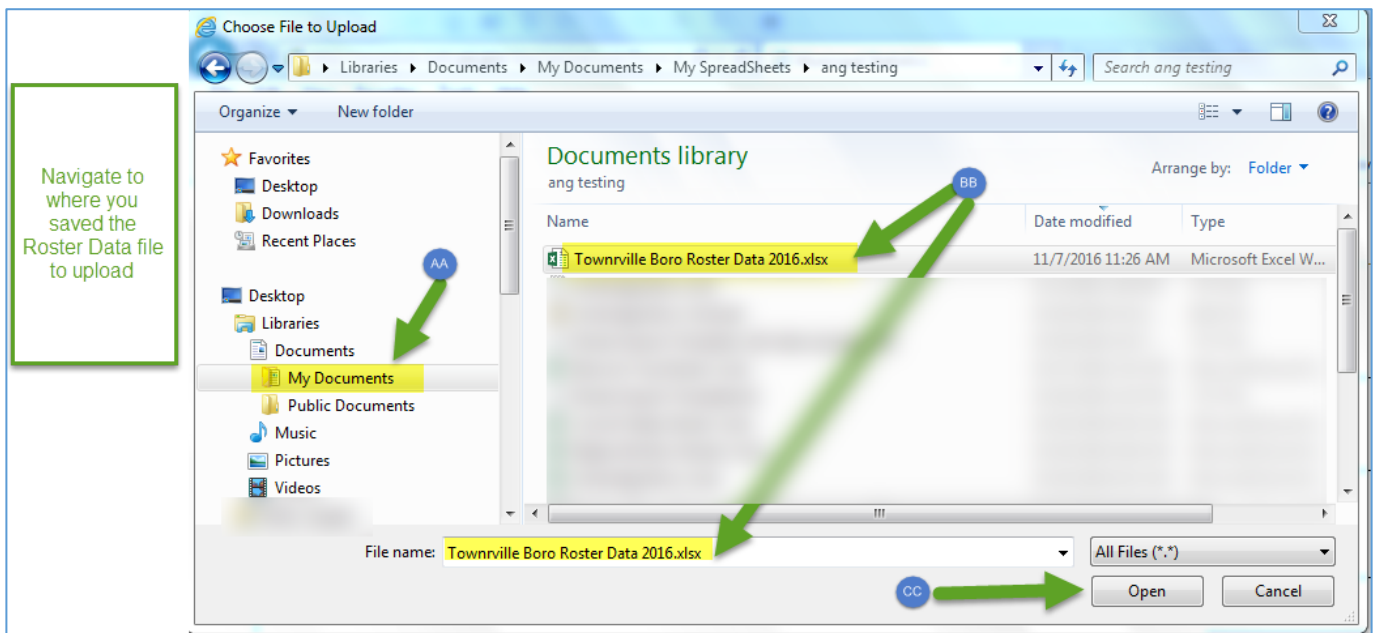
Browse for Personnel Roster Data File to Upload

On **Step 2**:

Click **Browse (C)**.



Note: The below screen shot is what appears when working on a computer that uses Windows operating system.



AA Navigate to where you saved the Personnel Roster Data File.

BB Click once on the file name you want to select and it will appear in the File Name box.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

- CC** Click **Open** button to select the file. **Step 2** redisplay showing the selected file name.
- DD** Click **Upload** to load the data to the Municipal Statistics website.
The data displays in a grid on **Step 2**.

Note:

Validations are in place when you submit the Personnel Roster Data file. Each error message/warning will indicate where the correction needs to take place. See [Appendix D](#) for a list of possible errors you could receive when uploading the Personnel Roster Data File.

Step 1
Step 2
Step 3
Step 4
Step 5
Step 6

UPLOAD THE ROSTER

Download Roster

AG-385 Roster Import Template (Excel file)
 AG-385 Roster Import Template (CSV/Text file)

Download
Download

Attach the roster by clicking on the "Browse" button and click "Upload" button:*

Upload

Row No	Roster Type	Type of Plan	Date Plan Established	Pol/Fir Member of Non-U Plan	Employee Name	Employee W-2 Full Time Wages	Date of Birth	Date of Hire	Date of Release	Release Status	Employee Contributions	Accumulated Employee Contributions	
1	Non-Uniform	DB - Define	12/08/1986	Not Applica	Robert Frost	74616.43	09/08/1951	06/26/2001		Not Appical			Delete
2	Non-Uniform	DB - Define	12/08/1986	Not Applica	Robert Wave	4423.04	07/25/1972	11/25/2011	04/28/2015	Retirement			Delete
3	Non-Uniform	DB - Define	12/08/1986	Not Applica	Michael Jordan	32373.33	01/17/1968	11/26/2012		Not Appical			Delete
4	Non-Uniform	DB - Define	12/08/1986	Not Applica	Jean Stapelton	47389.69	05/22/1965	07/14/2014		Not Appical			Delete

Add New Row

Submit Roster Data

« Prev Page
Next Page »

Review the data in the grid. You can update the data in the grid if you find any incorrect data.

- EE** Once the data has been reviewed, click **Submit Roster Data** to save the data to the system. The saved data is used to populate fields on **Step 3**. You are taken to **Step 3** automatically. Please review it for accuracy.

This dialog box is displayed when your Personnel Roster Data is successfully saved.

i

Attention

Your values are calculated and pre-populated on Step3

Continue with the instructions for **Step 3 Page...** found on page 10 of this document.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Appendix D

Error/Warning Messages for Roster Data

Below is a sample error message. Each error message/warning will indicate where the correction needs to be done.

 Please review the following warnings:
If the information provided is correct, you may ignore these warnings.
(1) Employee has not been employed for 6 consecutive months or more in Row 2, Column 8

Row No	Roster Type	Type of Plan	Date Plan Established	Pol/Fir Member of Non-U Plan	Employee Name	Employee W-2 Full Time Wages	Date of Birth	Date of Hire	Date of Release	Release Status	Employee Contributions	Accumulated Employee Contributions	
1	Non-Uniforr	DB - Define	12/08/1986	Not Applica	Robert Frost	74618.43	09/08/1951	06/26/2001		Not Appical			Delete
2	Non-Uniforr	DB - Define	12/08/1986	Not Applica	Michael Jordan	52373.33	01/17/1968	11/26/2012		Not Appical			Delete
3	Non-Uniforr	DB - Define	12/08/1986	Not Applica	Jean Stapelton	47389.69	05/22/1965	07/14/2014		Not Appical			Delete
Add New Row													
Submit Roster Data													

Removed the row that contained the employee who worked less than 6

Roster Data Errors/Warnings

Business rule	Error message	Error type
If check box 2 or 3 is checked on Step 1 and Question 2a on Step 3 is less than 1.00	Checkbox 2/Check box 3 is checked on Step 1 but Firefighter employees information is not entered on the uploaded file	Warning
Roster is required	An attachment on Step 2 is required	Error
If the uploaded file is not a Microsoft Excel file or CSV file	The document is not a Microsoft Excel document or Text file or CSV file, and cannot be used as a Roster	Error
If Roster type is blank on the uploaded file	Roster Type is required in Row @@ Column 1. Please correct the data in your file and try uploading it again	Error
If Checkbox 1 is checked on Step 1 and 'Fire' is selected for the Roster Type on the uploaded file	Our Municipality is serviced SOLELY by Volunteer Firefighters is checked on Step 1, but the roster uploaded has a record for Fire in Row @@, Column 1. Please correct the data in your file and try uploading it again	Error
If Type of Plan is blank on the uploaded file	Type of Plan is required in Row @@, Column 2. Please correct the data in your file and try uploading it again	Error

**PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit**

If Date Plan Established is blank on the uploaded file	Date Plan Established is required in Row @@, Column 3. Please correct the data in your file and try uploading it again	Error
If Date Plan Established is in wrong format on the uploaded file	Wrong Date format for Date Plan Established in Row @@, Column 3. Please correct the data in your file and try uploading it again	Error
If future date is selected for Date Plan Established on the uploaded file	Date Plan Established cannot be in future in Row @@, Column 3. Please correct the data in your file and try uploading it again	Error
If Roster Type is Fire or Police and Pol/Fir Member of Non-U plan is not blank on the uploaded file	Pol/Fir Member of Non-U Plan should be empty for Roster types, Fire and Police in Row @@, Column 4. Please correct the data in your file and try uploading it again	Error
If Employee Name is blank on the uploaded file	Employee Name, enter last name, first name is required in Row @@, Column 5. Please correct the data in your file and try uploading it again	Error
If Employee W-2 Full Time Wage is blank on the uploaded file	Employee W-2 Full Time Wage is required in Row @@, Column 6. Please correct the data in your file and try uploading it again	Error
If Employee W-2 Full Time Wage is not a valid number on the uploaded file	Employee W-2 Full Time Wage is not a valid number in Row @@, Column 6. Please correct the data in your file and try uploading it again	Error
If Date of Birth is blank on the uploaded file	Date of Birth is required in Row @@, Column 7. Please correct the data in your file and try uploading it again	Error
If Date of Birth is in wrong format on the uploaded file	Wrong Date format for Date of Birth in Row @@, Column 7. Please correct the data in your file and try uploading it again	Error
If future date is selected for Date of Birth on the uploaded file	Date of Birth cannot be in future in Row @@, Column 7. Please correct the data in your file and try uploading it again	Error
If Date of Hire is blank on the uploaded file	Date of Hire is required in Row @@, Column 8. Please correct the data in your file and try uploading it again	Error
If Date of Hire is in wrong format on the uploaded file	Wrong Date format for Date of Hire in Row @@, Column 8. Please correct the data in your file and try uploading it again	Error
If Date of Hire is before Date of Birth on the uploaded file	Date of Hire cannot be before Date of Birth in Row @@, Column 8. Please correct the data in your file and try uploading it again	Error

**PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit**

If future date is selected for Date of Hire on the uploaded file	Date of Hire cannot be in future in Row @@, Column 8. Please correct the data in your file and try uploading it again	Error
If Release Status is selected and Date of Release is blank on the uploaded file	Date of Release is required in Row @@, Column 9 as Release Status is selected. Please correct the data in your file and try uploading it again	Error
If Date of Release is in wrong format on the uploaded file	Wrong Date format for Date of Release in Row @@, Column 9. Please correct the data in your file and try uploading it again	Error
If Date of Release is before Date of Birth or Date of Hire on the uploaded file	Date of Release cannot be before Date of Birth/Date of Hire in Row @@, Column 9. Please correct the data in your file and try uploading it again	Error
If future date is selected for Date of Release on the uploaded file	Date of Release cannot be in future in Row @@, Column 9. Please correct the data in your file and try uploading it again	Error
If Date of release is not blank and Release Status is blank on the uploaded file	Release Status is required in Row @@, Column 10 as Date of Release is entered. Please correct the data in your file and try uploading it again	Error
If Employee Contribution is not a valid number on the uploaded file	Employee Contribution is not a valid number in Row @@, Column 11. Please correct the data in your file and try uploading it again	Error
If Accumulated Employee Contribution is not a valid number on the uploaded file	Accumulated Employee Contribution is not a valid number in Row @@, Column 12. Please correct the data in your file and try uploading it again	Error
If Employee is hired for less than 180 days and Employee W-2 Full Time Wage is equal to 0.00 on the uploaded file	Employee has not been employed for 6 consecutive months or more in Row @@, Column 8. Please correct the data in your file and try uploading it again	Error
If Employee is hired for less than 180 days and Employee W-2 Full Time Wage is not equal to 0.00 on the uploaded file	Employee has not been employed for 6 consecutive months or more in Row @@, Column 8	Warning
If Roster type is equal to 'Select' in the Grid	Roster Type is required in Row @@ Column 1. Please correct the data in the grid and try submitting it again	Error
If Checkbox 1 is checked on Step 1 and 'Fire' is selected for the Roster Type in the Grid	Our Municipality is serviced SOLELY by Volunteer Firefighters is checked on Step 1, but the Grid has a record for Fire in Row @@, Column 1. Please correct the data in the grid and try submitting it again	Error

**PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit**

If Type of Plan is equal to 'Select' in the Grid	Type of Plan is required in Row @@, Column 2. Please correct the data in the grid and try submitting it again	Error
If Date Plan Established is blank in the Grid	Date Plan Established is required in Row @@, Column 3. Please correct the data in the grid and try submitting it again	Error
If Date Plan Established is in wrong format in the Grid	Wrong Date format for Date Plan Established in Row @@, Column 3. Please correct the data in the grid and try submitting it again	Error
If future date is selected for Date Plan Established in the Grid	Date Plan Established cannot be in future in Row @@, Column 3. Please correct the data in the grid and try submitting it again	Error
If Roster Type is Fire or Police and Pol/Fir Member of Non-U plan is Fire or Police in the Grid	Select 'Not Applicable' from Pol/Fir Member of Non-U Plan dropdown for Roster types, Police and Fire in Row @@, Column 4. Please correct the data in the grid and try submitting it again	Error
If Pol/Fir Member of Non-U plan is equal to 'Select' on the Grid in the Grid	Pol/Fir Member of Non-U Plan is required in Row @@, Column 4. Please correct the data in the grid and try submitting it again	Error
If Employee Name is blank in the Grid	Employee Name, enter last name, first name is required in Row @@, Column 5. Please correct the data in your file and try uploading it again	Error
If Employee W-2 Full Time Wage is blank in the Grid	Employee W-2 Full Time Wage is required in Row @@, Column 6. Please correct the data in the grid and try submitting it again	Error
If Employee W-2 Full Time Wage is not a valid number in the Grid	Employee W-2 Full Time Wage is not a valid number in Row @@, Column 6. Please correct the data in the grid and try submitting it again	Error
If Date of Birth is blank in the Grid	Date of Birth is required in Row @@, Column 7. Please correct the data in the grid and try submitting it again	Error
If Date of Birth is in wrong format in the Grid	Wrong Date format for Date of Birth in Row @@, Column 7. Please correct the data in the grid and try submitting it again	Error
If future date is selected for Date of Birth in the Grid	Date of Birth cannot be in future in Row @@, Column 7. Please correct the data in the grid and try submitting it again	Error

**PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit**

If Date of Hire is blank in the Grid	Date of Hire is required in Row @@, Column 8. Please correct the data in the grid and try submitting it again	Error
If Date of Hire is in wrong format in the Grid	Wrong Date format for Date of Hire in Row @@, Column 8. Please correct the data in the grid and try submitting it again	Error
If Date of Hire is before Date of Birth in the Grid	Date of Hire cannot be before Date of Birth in Row @@, Column 8. Please correct the data in the grid and try submitting it again	Error
If future date is selected for Date of Hire in the Grid	Date of Hire cannot be in future in Row @@, Column 8 Please correct the data in the grid and try submitting it again	Error
If Date of Release is blank and Release Status is Death or Resignation or Retirement or Termination or Select in the Grid	Date of Release is required in Row @@, Column 9 as Release Status is selected. Please correct the data in the grid and try submitting it again	Error
If Date of Release is in wrong format and Release Status is Death or Resignation or Retirement or Termination or Select in the Grid	Wrong Date format for Date of Release in Row @@, Column 9. Please correct the data in the grid and try submitting it again	Error
If Date of Release is before Date of Birth or Date of Hire in the Grid	Date of Release cannot be before Date of Birth/Date of Hire in Row @@, Column 9. Please correct the data in the grid and try submitting it again	Error
If future date is selected for Date of Release in the Grid	Date of Release cannot be in future in Row @@, Column 9. Please correct the data in the grid and try submitting it again	Error
If Date of release is not blank and Release Status is blank in the Grid	Release Status is required in Row @@, Column 10 as Date of Release is entered. Please correct the data in the grid and try submitting it again	Error
If Date of release is before the filing year start date	Date of Release is prior to filing year, please remove employee from roster	Error
If Employee Contribution is not a valid number in the Grid	Employee Contribution is not a valid number in Row @@, Column 11. Please correct the data in the grid and try submitting it again	Error
If Accumulated Employee Contribution is not a valid number in the Grid	Accumulated Employee Contribution is not a valid number in Row @@, Column 12. Please correct the data in the grid and try submitting it again	Error

**PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit**

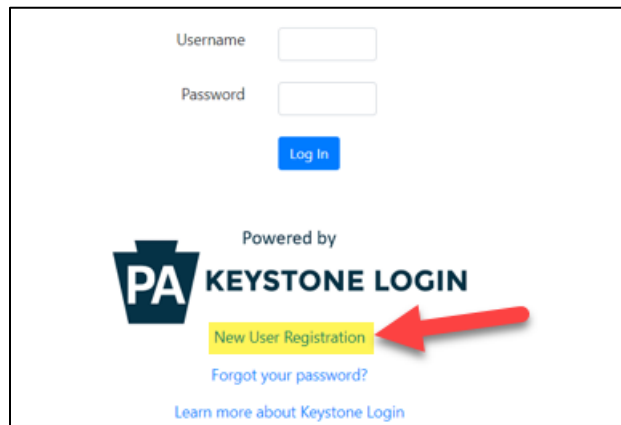
If Employee is hired for less than 180 days and Employee W-2 Full Time Wage is equal to 0.00 in the Grid	Employee has not been employed for 6 consecutive months or more in Row @@, Column 8. Please correct the data in the grid and try submitting it again	Error
If Employee is hired for less than 180 days and Employee W-2 Full Time Wage is not equal to 0.00 in the Grid	Employee has not been employed for 6 consecutive months or more in Row @@, Column 8	Warning
If Employee Name, Date of Birth and Date of Hire are same for multiple records in the Grid	Please check the highlighted records for possible duplication and either fix or remove one of the records	Error
On button 'Continue' click, if the grid values are valid, the system takes the user to the Step 3	Your values are calculated and pre-populated on Step 3	Notification

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

Appendix E

Registering for a Municipal Statistics Account

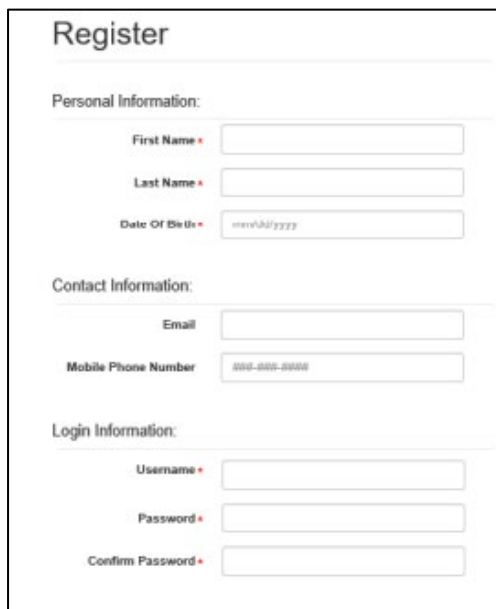
If you do not have a Municipal Statistics user account, go to <https://munstats.pa.gov/forms/Login.aspx> and select “New User Registration” button.



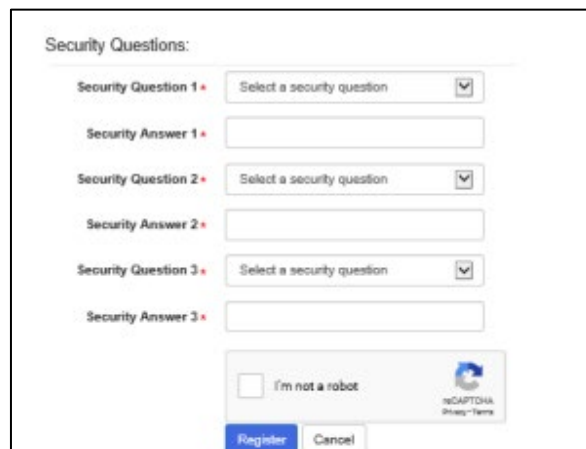
A screenshot of the Keystone Login page. At the top, there are input fields for 'Username' and 'Password', followed by a blue 'Log In' button. Below this, the text 'Powered by' is followed by the 'PA KEYSTONE LOGIN' logo. Underneath the logo, there are three links: 'New User Registration' (highlighted in yellow with a red arrow pointing to it), 'Forgot your password?', and 'Learn more about Keystone Login'.

Step 1. Obtain a PA Keystone Login account

Complete all fields with an asterisk. **Note: An email address is not required for a PA Keystone Login account.**



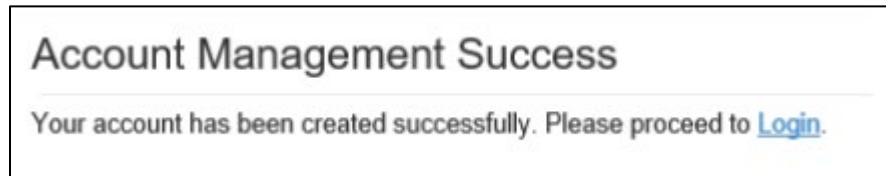
A screenshot of the 'Register' form. It is divided into three sections: 'Personal Information' with fields for 'First Name *', 'Last Name *', and 'Date Of Birth *' (with a date picker); 'Contact Information' with fields for 'Email' and 'Mobile Phone Number' (with a phone number format); and 'Login Information' with fields for 'Username *', 'Password *', and 'Confirm Password *'.



A screenshot of the 'Security Questions' form. It contains three rows, each with a 'Security Question *' dropdown menu and a 'Security Answer *' text input field. At the bottom, there is a CAPTCHA section with the text 'I'm not a robot' and a 'Register' button next to a 'Cancel' button.

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

After completing all required fields and clicking Register, you will see the following message. Do not click the “Please proceed to Login” link, just return to the Municipal Statistics login page <https://munstats.pa.gov/forms> and follow step 2.



Step 2. Register for Municipal Statistics e-filing privileges.

Log into Municipal Statistics with your Keystone Login username and password, and you will be directed to the Municipal Statistics registration page, which will import your Keystone Login information. (**Note:** This information cannot be changed- if it is incorrect, you must return to PA Keystone Login to correct).

Municipalities- complete the required fields for the Municipal Statistics registration and follow the steps on the next page.

Regionals- skip to page 40 for your registration instructions.

Note: If you are an Authority/Regional/Actuary/Third Party Administrator that DOES NOT currently file with DCED and ONLY files Act 205 and/or AG-385, please [click here](#).

Domain*	<input type="text" value="SRPROD"/>
User Name*	<input type="text" value="PsatsTest1"/>
First Name*	<input type="text" value="Test"/>
Last Name*	<input type="text" value="User"/>
Organization*	<input type="text" value="Select"/> ▼
Address 1*	<input type="text"/>
Address 2	<input type="text"/>
City*	<input type="text"/>
State*	<input type="text" value="PA"/>
Zip*	<input type="text"/> - <input type="text"/>
Phone*	<input type="text"/> <input type="text"/> <input type="text"/> x <input type="text"/>
Fax	<input type="text"/>
E-mail address*	<input type="text" value="PsatsTest1@abc.com"/>
	<input type="button" value="Submit"/>

* Required fields

PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

If you are a Municipality:

Organization - Select "Municipality" from the drop-down box.

County – Select your County from the dropdown box.

Municipality – Select your Municipality from the dropdown box.

Domain*

User Name*

First Name*

Last Name*

Organization* 1

County 2

Municipality 3

Title*

Address 1*

Address 2

City*

State*

Zip*

Phone*

Fax

E-mail address*

* Required fields

Municipality Search:
Select a specific Municipality by entering the exact name and clicking the search button.

ABBOTTSTOWN BORO
ARENDSVILLE BORO
BENDERSVILLE BORO
BERWICK TWP
BIGLerville BORO
BONNEAUVILLE BORO
BUTLER TWP
CARROLL VALLEY BORO
CONEWAGO TWP
CUMBERLAND TWP
EAST BERLIN BORO
FAIRFIELD BORO
FRANKLIN TWP
FREEDOM TWP
GERMANY TWP
GETTYSBURG BORO
HAMILTON TWP
HAMILTONBAN TWP
HIGHLAND TWP

Click **Submit** after completing all the required fields. Then click the "Download Authorization Form" link. Print, sign and fax/email the Authorization Form to DCED. As soon as DCED receives and approves it, you will receive an email indicating your e-filing privileges have been activated.

Your account has been created. You must print, sign, seal and return the authorization form in order to be authorized for e-filing.

Click the image below to print the authorization form.

Download Authorization Form



PA Department of the Auditor General Municipal Pensions and Fire Relief Programs Unit

If you are a Regional:

Regionals are not visible in the Municipality dropdown list. Click on the link in **red** at the top of the Registration page.

Note: If you are an Authority/Regional/Actuary/Third Party Administrator that DOES NOT currently file with DCED and ONLY files Act 205 and/or AG-385, please [click here](#).

Organization - Select "Regional" from the drop-down box.

County - Select your County from the dropdown box.

Municipality - Select your Regional from the dropdown box.

User Name*

First Name*

Last Name*

Organization* **1**

Note: If your Organization is not on the list, please check [previous registration page](#) to see if it is listed there. If it is not, contact Municipal Pension Reporting Program at 1-800-882-5073 or email MPRP@PAAuditor.gov.

County* **2**

Municipality **3**

Title*

Address 1*

Address 2

City*

State*

Zip*

Phone*

Fax

E-mail address*

* Required fields

Municipality List:

- Select
- Steel Rivers Council of Governments
- Tri-Community S EMS Nonuniform
- Northern Regional Police
- Allegheny County Police Fund
- Allegheny County Deputy Sheriffs Fund
- Allegheny County District Attorney Detectives Fund
- Allegheny Valley Regional Police Department
- Allegheny Valley North Council Of Governments
- Char-West Council Of Governments
- North Hills Council Of Governments
- Quaker Valley Council Of Governments
- South Hills Area Council Of Governments
- Turtle Creek Valley Council Of Governments
- Southwest Regional Dispatch Center

Click **Submit** after completing all the required fields.

You will receive an email from Comptroller@PaAuditor.gov letting you know your e-filing privileges have been granted. You can now log in to the Municipal Statistics website using the username and password you set up in the registration form.

**PA Department of the Auditor General
Municipal Pensions and Fire Relief Programs Unit**

Version Changes

Date	Version #	Description
01/23/2017	2017-01.1	Updated DCED's URL http to https Added mailing address to General Instructions section Updated Step 1 header to include Pension Data Questions Updated screen shot for Step 1 Added Reminder about Save and Exit under each Step 1 – 6 section Added additional information to Registering for a Municipal Statistics Account section for Regionals. Changed cover page version from 2017-01 to 2017-01.1
02/13/2017	2017-01.2	Added Note to Step 2 about adding additional information to templates Added Instructions on how to print the AG-385 Form and the Personnel Roster Data.
12/27/2017	2018.0	Updated to included requested changes for 2 nd year.
01/02/2018	2018.1	Added examples for prefix & suffix fields on contact page.
12/23/19	2019.1	Removed references to former paper docs, revised/updated frequent phone call concerns/questions