



# **Texas State Requirements**

## *User Guide*



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# REPORTS

## Overview

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This chapter provides detailed window and field information for Texas state requirement reports. Use these reports as guides for state remittances. For more information about these remittances, please refer to the following Web site:

- ▶ <http://www.state.tx.us>

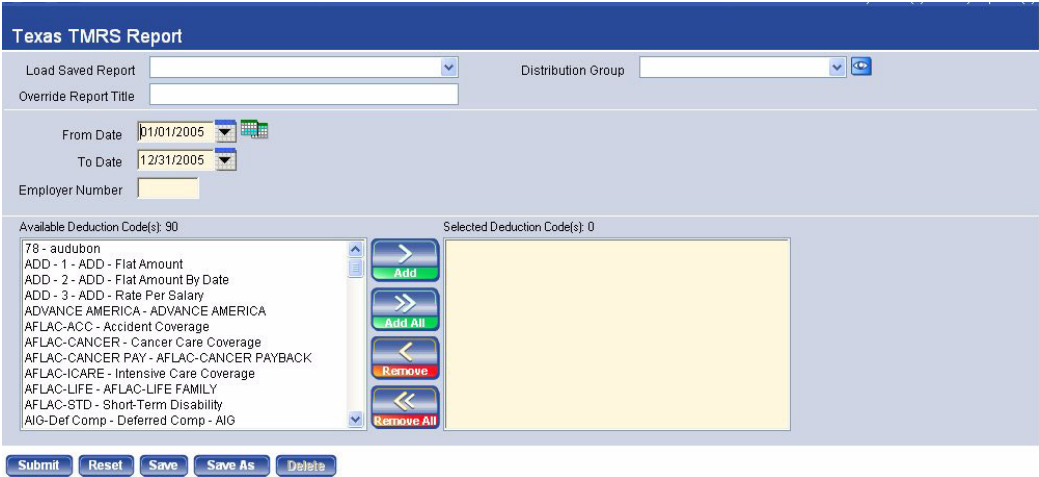
### NOTE:

*The reports described in this chapter require that benefit groups and hour codes are set up in Human Resources Maintenance.*

- 1 “Texas TMRS Report” on page 1-2 allows authorized users to select the information that appears on the Texas TMRS Report and submit it to **myReports**.
- 2 “Texas Quarterly Wage Report” on page 1-5 allows authorized users to select the information that appears on the Texas Quarterly Wage Report and submit it to **myReports**.
- 3 “Texas New Hire Report” on page 1-8 allows authorized users to select the information that appears on the Texas New Hire Report and submit it to **myReports**.

**Texas TMRS Report**

The “Texas TMRS Report” page, accessed from the Human Resources menu (**Human Resources > State Requirements > TX > TMRS Report**), allows authorized users to select the information that appears on the Texas TMRS Report and submit it to **myReports**. For a description of the procedures that can be performed on this page, please refer to Chapter 3, “Procedures.”



**Entry Control Descriptions**

**Table 1.1** “Texas TMRS Report” Controls

Control	Description
<i>Load Saved Report</i>	This control enables you to retrieve selection criteria that has been previously defined. It displays a list of all saved report settings in alphanumeric order (with numerics displaying first). An unlimited number of selection criteria combinations for a report option can be stored. The default selection is <blank>.
<i>Override Report Title</i>	This control contains the title that will replace the default title. It may contain 64 characters.
<i>Distribution Group</i>	This control identifies the group to which the report will be distributed. The report will be sent to myReports for each user in the group.
<i>From Date</i>	This control is required. It contains the beginning date of the date range the report data will cover.
<i>To Date</i>	This control is required. It contains the ending date of the date range the report data will cover.
<i>Employer Number</i>	This control is required. The <i>Employer Number</i> is assigned to the employer by the Texas Municipal Retirement System.
<i>Available Deduction Code(s)</i>	This control displays all deduction codes to which the user has authority. Users may use Ctrl+Click to select multiple deduction codes or Shift+Click to select a range of deduction codes.
<i>Selected Deduction Code(s)</i>	This control displays all deduction codes that have been selected to include on the listing. At least one deduction code must be selected. Users may use Ctrl+Click to select multiple deduction codes or Shift+Click to select a range of deduction codes.

## Deduction Codes Command Buttons

Table 1.2 “Texas TMRS Report” Deduction Codes Command Buttons

Button	Description
<b>Add</b>	This button moves all selected deduction codes in the <i>Available Deduction Code(s)</i> multi-select textbox to the <i>Selected Deduction Code(s)</i> multi-select textbox. If no deduction codes are listed in the <i>Available Deduction Code(s)</i> multi-select textbox, the <b>Add</b> command button is disabled.
<b>Add All</b>	This button moves all deduction codes from the <i>Available Deduction Code(s)</i> multi-select textbox to the <i>Selected Deduction Code(s)</i> multi-select textbox. If no deduction codes are listed in the <i>Available Deduction Code(s)</i> multi-select textbox, the <b>Add All</b> command button is disabled.
<b>Remove</b>	This button moves all selected deduction codes from the <i>Selected Deduction Code(s)</i> multi-select textbox to the <i>Available Deduction Code(s)</i> multi-select textbox. If no deduction codes are listed in the <i>Selected Deduction Code(s)</i> multi-select textbox, the <b>Remove</b> command button is disabled.
<b>Remove All</b>	This button moves all deduction codes from the <i>Selected Deduction Code(s)</i> multi-select textbox to the <i>Available Deduction Code(s)</i> multi-select textbox. If no deduction codes are listed in the <i>Selected Deduction Code(s)</i> multi-select textbox, the <b>Remove All</b> command button is disabled.

## Command Buttons

Table 1.3 “Texas TMRS Report” Command Buttons

Button	Description
<b>Submit</b>	This button automatically sends the “Texas TMRS Report” to <b>myReports</b> .
<b>Reset</b>	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.
<b>Save</b>	If the report settings have not yet been saved, this button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When <b>OK</b> is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>From Date</i> control. When changes are made to a previously saved report, any changes are saved to the report settings and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.
<b>Save As</b>	This button opens a popup page that enables the user to save the current report settings and assign a name to the settings so they can be used at a later date. When <b>OK</b> is clicked, the settings are saved, the popup page is closed, and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.
<b>Delete</b>	Enabled only if the <i>Load Saved Report</i> option was used, this button prompts the user to delete the current report settings. When <b>OK</b> is clicked, the saved report settings are deleted, all controls are cleared, and the cursor focus is placed in the <i>From Date</i> control. This button is hidden if the user does not have the appropriate security permissions.

## Report Output

Generated via the “Texas TMRS Report” page, the report provides users with information detailing wages and contributions that fall within the date range selected. A sample report appears below.

Texas TMRS Report			
From Date: 01/01/2005 - To Date: 12/31/2005			
Employee	SSN	Wages	Contribution
Sager, Jeffrey	999-85-6299	\$3,435.18	\$4,243.06
Schmitt, William	999-07-2699	\$19,273.26	\$1,272.18
Sims, Richard	999-46-3699	\$51,449.92	\$6,260.27
Skinlo, Bradley	999-45-8599	\$19,135.92	\$5,158.96
Smith, John	999-23-3599	\$1,346.17	\$919.99
Smith, James	999-44-7799	\$36.77	\$3.64
Snider, John A	999-63-6199	\$0.00	\$156.50
Spencer, Ruth	999-84-1199	\$13,846.62	\$823.13
STANLEY, Stuart	939-22-0899	\$16,796.00	\$2,307.99
Stingel, Steven	939-73-7266	\$26,969.00	\$3,749.36
Stork, Scott	939-15-4000	\$28,509.40	\$3,446.22
Tague, Mark	999-05-6099	\$26,621.10	\$9,767.57
Todd, Clinton	939-34-6611	\$26,665.07	\$3,203.90
Trace Photonics, Inc, David	939-85-7811	\$19,636.87	\$2,893.60
TRAUB, Jason	939-31-7800	\$14,317.60	\$968.75
Turner, Anthony	999-87-4199	\$26,346.87	\$5,773.62
Turner, Brenda	999-83-7699	\$34.55	\$3.42
Venkat, Beth	999-56-3999	\$7,431.66	\$334.42
Verbeeren, Jeanette	999-56-0499	\$23,008.78	\$1,204.88
Vincent, Barbara	959-19-4611	\$9,783.39	\$440.28
Walters, David	999-85-1499	\$23,008.04	\$5,796.46
Ward, Todd	999-07-3999	\$27,466.39	\$1,786.77
WARD, Jason	939-43-6477	\$20,242.90	\$4,755.43
West, Gerald	999-45-9899	\$28,208.71	\$8,275.56
White, Lynn P.	999-44-2599	\$23,716.06	\$3,162.72
Whitworth, Anne	999-08-6499	\$6,047.28	\$272.14
Wlazowski, John	999-24-5599	\$51,394.18	\$3,133.30
Wlazowska, Deborah	999-06-1799	\$21,976.43	\$3,894.33
Wilson, Carl III	999-45-5899	\$21,462.82	\$4,234.43
Winnett, Joe	939-95-6233	\$28,388.89	\$4,024.41
Wroblewski, Robert	939-88-8222	\$19,816.34	\$5,104.41
Yordy, James	939-77-7499	\$0.00	\$0.50
Zimmerle, Terry	999-63-3599	\$11,272.95	\$607.29
ZYTKA, Paul	939-04-4000	\$38,021.89	\$10,224.63
Totals:		\$3,591,471.95	\$712,022.00

## Report Fields

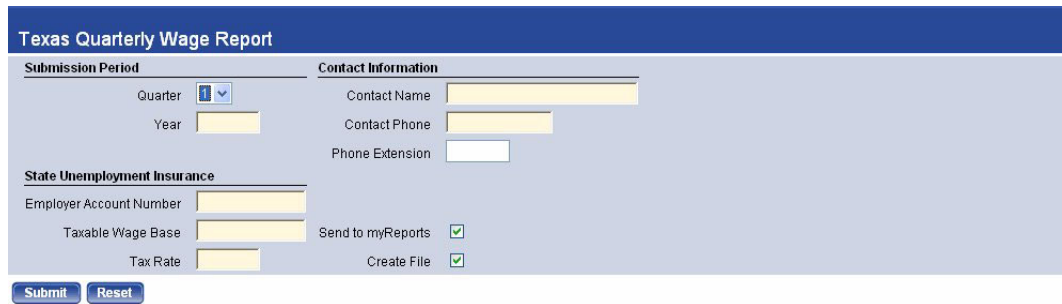
**Table 1.4** “Texas TMRS Report” Fields

Column	Description
<i>Employee</i>	This column displays the employee’s name.
<i>SSN</i>	This column displays the social security number of the employee.
<i>Wages</i>	This column displays the sum of wages earned for the date range selected.
<i>Contribution</i>	This column displays the amount of the employee’s contribution.



## Texas Quarterly Wage Report

The “Texas Quarterly Wage Report” page, accessed from the Human Resources menu (**Human Resources > State Requirements > TX > Quarterly Wage Report**), allows authorized users to select the information that appears on the Texas Quarterly Wage Report and submit it to **myReports**.



## Entry Control Descriptions

**Table 1.5** “Texas Quarterly Wage Report” Controls

Control	Description
<i>Submission Period</i>	This section groups submission period information for the report.
<i>Quarter</i>	This control is required. Select the quarter for which you want to run the report. The available options are 1-4. The default selection is 1.
<i>Year</i>	This control is required. Specify the year for which you want to run the report. This control is required. The acceptable range is 2001 - 2999. The current year is the default.
<i>State Unemployment Insurance</i>	This section groups the controls used to calculate state unemployment insurance.
<i>Employer Account Number</i>	This control is required. Enter the employer’s account number.
<i>Taxable Wage Base</i>	This control is required. Enter the amount of annual wages that are taxable for unemployment insurance.
<i>Taxable Rate</i>	This control is required. Enter the tax rate used to calculate unemployment insurance. Enter .0000 if the state has not provided you with a tax rate.
<i>Contact Information</i>	This section groups contact information for the report.
<i>Contact Name</i>	This control is required. Enter the name of the person to contact with questions or concerns about the quarterly wage information.
<i>Contact Phone</i>	This control is required. Enter the contact person’s phone number. It must contain ten digits.
<i>Phone Extension</i>	This control contains the contact person’s phone extension, if applicable.
<i>Send to myReports</i>	This control tells whether to send the submitted report to myReports. The default is selected. If the control is deselected, the report is not created.
<i>Create File</i>	This control tells whether to create the transmittal file. The default is selected.

## Command Buttons

**Table 1.6** “Texas Quarterly Wage Report” Command Buttons

Button	Description
<b>Submit</b>	If the <i>Send to myReports</i> control is selected, this button automatically sends the “Texas Quarterly Wage Report” to <b>myReports</b> . A Windows File Download dialog box will appear to give the user the option to open or save a text file version of the report.
<b>Reset</b>	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.

## Report Output

Generated via the “Texas Quarterly Wage Report” page, the report provides users with information detailing the gross quarterly wages paid to each employee, year-to-date gross, taxable gross and excess gross. A sample report appears below.

Texas Quarterly Wage Report					
SSN	Employee	Quarter Gross	YTD Gross	Taxable Gross	Excess Gross
939-73-7266	Stingel, Steven	5,966.36	31,050.99	4,905.37	1,050.99
939-15-4000	Stok, Scott	6,049.30	33,484.62	2,564.78	3,484.52
939-70-8211	Strutt, Daniel	238.88	635.39	238.88	0.00
999-05-6899	Tague, Mark	5,120.68	25,521.10	5,120.68	0.00
939-91-8011	Temple, Naticia	356.00	356.00	356.00	0.00
999-28-9599	Thomas, Erin	94.25	286.02	94.25	0.00
939-34-6611	Todd, Clinton	5,553.51	29,812.57	5,553.51	0.00
939-88-7611	Trace Photonics, Inc, David	3,997.22	19,636.87	3,997.22	0.00
939-31-7800	TRAUB, Jason	2,320.92	14,317.00	2,320.92	0.00
999-87-4199	Turner, Anthony	5,363.10	28,797.98	5,363.10	0.00
999-66-3999	Verkat, Beth	1,483.32	7,481.66	1,483.32	0.00
999-66-9499	Verbeeren, Jeanette	6,873.25	23,008.78	6,873.25	0.00
939-94-4222	Verbeeren, Larry	1,382.69	6,751.27	1,382.69	0.00
959-19-4611	Vincent, Barbara	1,970.55	9,783.39	1,970.55	0.00
999-95-1499	Walters, David	5,155.40	23,008.04	5,155.40	0.00
939-43-6477	WARD, Jason	5,905.93	24,072.82	5,905.93	0.00
999-07-3999	Ward, Todd	6,039.71	27,496.36	6,039.71	0.00
999-66-5399	Warpenburg, Jerad	258.00	544.00	258.00	0.00
999-46-9899	West, Gerald	5,742.09	28,869.54	5,742.09	0.00
939-19-9422	Wheeler, Pamela	715.00	3,643.25	715.00	0.00
949-33-0088	White, Daniel	1,318.40	5,924.60	1,318.40	0.00
999-44-2599	White, Lynn P.	4,752.00	23,716.06	4,752.00	0.00
999-08-6499	Whitworth, Anne	1,116.50	6,487.28	1,116.50	0.00
999-43-0699	Wiazowski, Gary	44.00	154.00	44.00	0.00
999-24-5599	Wiazowski, John	5,470.29	25,697.09	5,470.29	0.00
999-06-4699	Wiazowski, Timothy	44.00	154.00	44.00	0.00
999-06-1799	Wiazowska, Deborah	5,600.60	21,976.43	5,600.60	0.00
999-46-5899	Wilson, Carl	4,355.47	21,462.82	4,355.47	0.00
939-95-6233	Winnett, Joe	7,368.57	34,323.91	3,044.66	4,323.91
999-44-8799	Winnett, William	22.00	3,608.00	22.00	0.00
939-88-8222	Wroblewski, Robert	6,253.88	24,912.29	6,253.88	0.00
939-77-7499	Yordy, James	3,000.00	3,815.00	3,000.00	0.00
939-10-7888	Young, Megan	425.75	474.50	425.75	0.00
999-63-3599	Zimmerle, Terry	2,486.00	11,272.95	2,486.00	0.00
939-19-7477	ZUMBAHLEN, Britney	630.00	630.00	630.00	0.00
939-04-4000	ZYTICA, Paul	7,903.26	38,021.89	0.00	7,903.26
Grand Totals - Employee Count: 213		\$832,045.31	\$3,702,547.17	\$689,065.50	\$132,979.81

## Report Fields

**Table 1.7** “Texas Quarterly Wage Report” Fields

Column	Description
<b>SSN</b>	This column displays the Social Security Number of the employee.
<b>Employee</b>	This column displays the name of the employee.
<b>Quarter Gross</b>	This column displays the employee's gross wages for the quarter.
<b>YTD Gross</b>	This column displays the employee's gross wages for the year to date.

**Table 1.7** "Texas Quarterly Wage Report" Fields (continued)

<b>Column</b>	<b>Description</b>
<i>Taxable Gross</i>	This column displays the state taxable wages paid to the employee for the quarter selected.
<i>Excess Gross</i>	This column displays the gross wages that exceed the taxable wage base for the quarter selected.

## Texas New Hire Report

The “Texas New Hire Report” page, accessed from the Human Resources menu (**Human Resources > State Requirements > TX > New Hire Report**), allows authorized users to select the information that appears on the Texas New Hire Report and submit it to **myReports**.



### Entry Control Descriptions

Table 1.8 “Texas New Hire Report” Controls

Control	Description
<i>From Hire Date</i>	This control is required. It contains the first hire date to be included in the report data.
<i>To Hire Date</i>	This control is required. It contains the last hire date to be included in the report data.
<i>Create File</i>	The default is selected.

### Command Buttons

Table 1.9 “Texas New Hire Report” Command Buttons

Button	Description
<b>Submit</b>	This button automatically sends the “Texas New Hire Report” to <b>myReports</b> . A Windows File Download dialog box will appear to give the user the option to open or save a text file version of the report.
<b>Reset</b>	This button updates the page and sets the data in the controls to the state they were in when the page was last saved.

## Report Output

Generated via the “Texas New Hire Report” page, the report provides users with the names, social security numbers, hire dates, birth dates and addresses of the employees hired within the date range selected. A sample report appears below.

Texas New Hire Report				
From Date: 05/01/2005 - To Date: 12/31/2005				
Social Security Number	Employee Name	Date of Hire	Date of Birth	Employee Address
939-95-7844	BANKSTON, Brandon	05/17/2005	04/29/1967	708 E Street New World City, MI 48084
939-11-0600	Choi, Lindsey	05/29/2005	04/27/1969	758 Glenwood Dr New World City, MI 48084
939-54-0433	Fassil, Malloy	06/14/2005	12/14/1962	124 S Chicago Ave #1 New World City, MI 48084
939-49-9611	FREUDENBERG, Bang-ku	05/29/2005	05/28/1973	3 Bryan Place New World City, MI 48084
939-32-0200	Gray, Kevin	05/17/2005	07/29/1965	3308 18th St New World City, MI 48084
939-16-7044	HALL, Brian a	05/16/2005	08/24/1975	123 Livernois Dearborn, MI 48124
939-25-8000	HAMILTON, Katie	05/29/2005	09/25/1968	65 Mitchell Drive New World City, MI 48084
939-11-8233	Hardy, Destiny	05/29/2005	12/07/1968	2725 Kishine Dr New World City, MI 48084
939-06-0599	HILDEBRAND, Ryan	05/29/2005	02/27/1963	2814 Kimwood Drive New World City, MI 48084
939-09-0909	hill, Mark	11/18/2005	03/20/1978	829 oak st WHEATON, MD 20902
939-63-8244	HINKLE, Frank	05/25/2005	08/18/1963	7435 W 173 Place TINLEY PARK, MI 48084
939-76-0644	KOHLBERG, Wm. Reed	06/06/2005	08/27/1963	1015 Davis Street New World City, MI 48084
939-11-6877	LAUBER-SHEIMER, Benjamin	07/01/2005	10/09/1973	74 Richmond MATTOON, MI 48084
939-66-8622	Lyday, Tom	05/17/2005	04/30/1965	960 Nursery Rd New World City, MI 48084
939-20-7677	Morrison, Donald	05/16/2005	11/20/1965	2110 Stoner Dr West New World City, MI 48084
939-34-9499	Mount, Lindsey	05/19/2005	05/14/1969	4467 State Highway 130 New World City, MI 48084
939-07-8022	Muchna, Corey	05/19/2005	04/13/1968	634 Fox Lake Dr New World City, MI 48084
939-74-9495	Murphy, Michael	05/23/2005	08/03/1961	1906 11th ST New World City, MI 48084
939-64-7933	Prosser, Quinton	05/25/2005	07/20/1965	1018 13th St New World City, MI 48084
939-41-9499	RAU PP, Brad	06/12/2005	06/12/1969	2518 Carriage Lane New World City, MI 48084
939-69-9033	Rienbolt, Jennifer	05/29/2005	08/07/1964	1807 11th ST New World City, MI 48084
939-43-4811	Salvadori, Terrance	05/01/2005	11/23/1963	1905 12th St Apt3 New World City, MI 48084
939-32-9499	Sandfer, Zac	06/12/2005	06/12/1969	2518 Carriage Lane New World City, MI 48084
939-82-2800	Sanders, Nicholas	05/01/2005	07/08/1960	7511 11th St New World City, MI 48084
939-68-7477	Shepherd, April	05/16/2005	05/08/1963	1105 6th Street New World City, MI 48084
939-64-8288	SIDWELL, Seth	08/01/2005	09/25/1963	2373 West State Street New World City, MI 48084
939-27-4011	SNOW, Steven L	05/23/2005	09/09/1946	500 Deere Run Lake CASEY, MI 48084
919-76-4633	Verkat, David Brent	09/12/2005	10/12/1970	123 W. Madison TROY, MI 48064
939-67-9888	Verkat, Yanamula	10/03/2005	10/03/1970	46 BRADFORD, IA 50041
949-56-5486	Verbeeren, Yanamula	10/03/2005	10/03/2005	46, First Cross Street LITHONIA, GA 30038
939-58-9044	White, Leah	08/01/2005	02/16/1963	2113 Meadowlake Dr New World City, MI 48084
939-19-7477	ZUMBAHLEN, Britney	07/05/2005	12/28/1961	708 14th ST New World City, MI 48084
Grand Totals:- Employee Count: 32				

## Report Fields

**Table 1.10** “Texas New Hire Report” Fields

Column	Description
<i>Social Security Number</i>	This column displays the employee’s social security number.
<i>Employee Name</i>	This column displays the employee’s name.
<i>Date of Hire</i>	This column displays the employee’s hire date.
<i>Date of Birth</i>	This column displays the employee’s birth date.
<i>Employee Address</i>	This column displays the employee’s address.



## PROCEDURES

### Overview

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This chapter provides a step-by-step guide to reporting features. It details the following procedures:

- ▶ “Saving Report Settings”
- ▶ “Loading a Saved Report”
- ▶ “Printing a Report”

For information on specific reports and submitting reports, please see Chapter 1, “Reports.”

## Saving Report Settings

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Use this procedure to save report settings for future use.

- 1 From the **Human Resources > State Requirements > TX > [Report Name]** menu, select the report for which you want to save report settings. The report page displays.
- 2 Complete the controls for the report you selected as detailed in Chapter 1, "Reports."
- 3 Click the **Save** button to automatically save changes to an existing report template.

**-OR-**

Click the **Save As** button to save a new report template. A dialog similar to the following displays:



A screenshot of a software dialog box. The dialog has a light blue border and a white background. At the top, it says "Please enter a new report criteria name" followed by a text input field. Below the input field, there are two buttons: "OK" and "Cancel".

- 4 Enter a unique name for the report template in the *Please enter a new report criteria name* control.
- 5 Click **OK**.

The report settings are now saved for future use. For more information on loading a saved report, please refer to the "Loading a Saved Report" topic.



## Loading a Saved Report

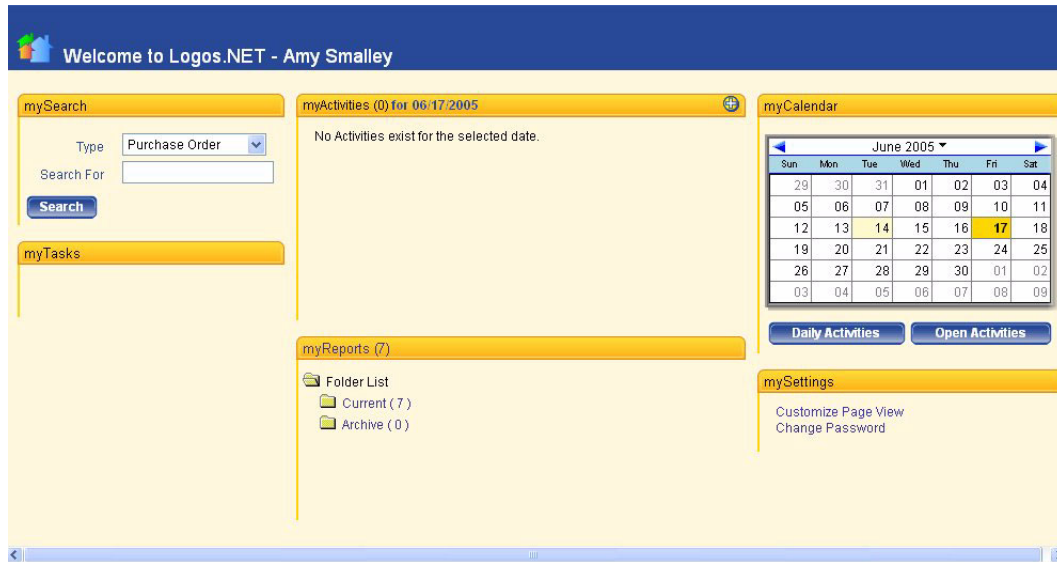
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Use this procedure to load saved settings for the selected report.

- 1** From the **Human Resources > State Requirements > TX > [Report Name]** menu, select the report for which you want to load a saved report. The report page displays.
- 2** From the *Load Saved Report* control, select the name of the previously saved report template.  
The controls update to display the saved report settings.
- 3** Make the necessary changes to the template or submit the report to **myRe-ports**.

## Printing a Report

The **myReports** feature on the dashboard displays folders that hold all reports that are waiting to be printed by the logged-in user.

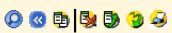


When you click on the **Current** hyperlink next to the folder icon, the **myReports** page will launch. The reports you have run will be listed on the left side of the page:



The report name is hyperlinked. Click on the name of the report you want to see, and the results will display on the right-hand side of the page:

Texas Quarterly Wage Report  
**myReports**



Reports for Amy Smalley

☐ Current

☐ Texas Quarterly Wage Report

☒ **Texas TMRS Report**

☐ Position Budget Report

☐ Budget Position Listing

☐ Open Position Report

☐ Archive

**Texas TMRS Report**  
 From Date: 01/01/2005 - To Date: 12/31/2005

Employee	SSN	Wages	Contribution
Alford, Dean	999-87-6999	\$21,088.35	\$993.88
Applegate, Brian	999-25-5999	\$25,801.06	\$1,873.30
Armstrong, Benjamin	139-07-5115	\$18,539.00	\$4,839.14
Arnold, Bryan	999-66-2699	\$29,899.29	\$5,379.01
Bailey, Kevin	999-26-5099	\$29,847.14	\$2,852.99
Baker, Eric Scott III	556-46-1999	\$25,018.71	\$5,511.76
Baker, Georgia	999-63-7799	\$18,027.78	\$1,186.22
Ball, Carl	999-11-7399	\$27,898.91	\$3,142.97
Bandtha, John	999-14-1599	\$26,946.53	\$6,474.33
Barber, George	999-26-2199	\$32,471.10	\$3,298.48
Barr, Mark	939-47-5833	\$27,172.74	\$4,775.85
Beason, Mathew	939-62-5644	\$22,218.81	\$8,166.73
Beltz, John	999-85-1999	\$29,809.92	\$9,611.24
Bennett, James	999-66-9399	\$29,471.57	\$9,901.27
Bennett, Charles	939-25-7411	\$26,056.00	\$6,825.23
Blevins, Matthew	999-85-8799	\$27,809.72	\$3,865.81
Bonner, Greg	999-06-3199	\$28,259.16	\$3,942.43
Bower, James	939-00-7222	\$25,971.63	\$4,839.06
Brach, Ann	999-67-3899	\$0.00	\$0.16
Brach, Curtis	999-26-3099	\$53,658.92	\$6,859.73

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