



May 23, 2016

Foundation Deduction Letters Now on eSERS

Foundation deduction letters for foundation-participating districts are now available on eSERS.

Remember, because the letters are no longer being mailed, they can only be accessed through eSERS.

To print your letter, choose the "Foundation Letters" application on eSERS.



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Foundation Deduction Letters *continued*

From this application, you will be able to choose a fiscal year. Once you select the desired fiscal year, the letter for that year will be generated. For this upcoming year's deductions, you will want to select the fiscal year 2017.



The screenshot shows the SERS (The School Employees Retirement System of Ohio) website interface for employers. The header includes the SERS logo and the tagline "Serving the People Who Serve Our Schools". The main content area is titled "Employers" and "Foundation Letters". It displays the following information: Employer: TEST EMPLOYER, Employer ID: 88-999, and Fiscal Year: 2017 (selected from a dropdown menu). A "View Letter" button is present. Below this, a note states: "The Employer Foundation Letters are available in Portable Document Format (PDF). You may need to download a free copy of the [Adobe Acrobat® Reader™](#) to open them." A "Back" button is located at the bottom left of the form area. On the left side of the page, there is a navigation menu with links for "SERS Home", "eSERS Home", and "Logout".

After you select the fiscal year, choose "View Letter." A PDF version of your letter will then populate. From here, you are able to save the letter to your computer as well as print a copy. You can view the letter as often as you like.

The letter provides calculations of the deductions from your Foundation Program allowance.

If you want to view letters for previous years, they also are available.

Any corrections or adjustments to the letter will need to be submitted in writing to Employer Services at employerservices@ohsers.org by Friday, June 3, 2016. ■

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