



## **(If applicable) Transfer funds to the payroll clearing bank account**



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Transfer money to the payroll clearing bank account at the bank using the Fund Transfer Summary. The transfer can be completed by submitting a Bank Transfer form, calling the bank to request a transfer(s), or via an electronic funds transfer.

- If you already transferred TRS Active Care funds, be sure to subtract that amount.
- If you already interfaced to Finance, use the Payroll Balancing Calculation Report as it may be difficult to regenerate the Fund Transfer Summary report.