



# AG-385 Form

# **Tips and Tricks**

Version 2025.01

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

### Banking/Vendor Records:

The AG-385 form requires the Municipalities to provide a banking account number and routing number that is valid through your vendor record managed by the Commonwealth's Vendor Management Unit (VDMU). The banking information provided in the AG-385 is used by the Treasury Department to issue the ACH deposit for the fire relief and municipal pension state aid program. Providing invalid banking information in the AG-385 will result in the form being sent back to the Municipality.

To change/modify your Commonwealth vendor information and/or banking information, you must contact the Vendor Management Unit (VDMU) at [ra-psc\\_supplier\\_requests@pa.gov](mailto:ra-psc_supplier_requests@pa.gov) or by phone at 1-877-435-7363 \*Option 1 or 717-346-2676 \*Option 1. You can also go directly to their website at [Non-ProcurementVendor Help \(pa.gov\)](http://Non-ProcurementVendorHelp.pa.gov) to obtain the form needed.

### Personnel Roster Upload Errors:

- Most roster upload errors originate from formatting issues within the excel roster file template. When entering your information in the roster template, please ensure that:
  - You are using the newly upload template by downloading such directly from Munstats.
  - The template formatting is not modified.
- If you are copying data from another form/file, only the value data, not the formatting, should be pasted into the template, using only Paste Value or Text.
- When using copy – paste value or text, only do so in columns that have a header. Do not paste value or text beyond the last column with a header (Column H).
- Only data must be entered, no formulas should be entered in a cell (Ex.: =100+50).
- When drop down menus are available in the template, you should use the menu selection available rather than typing the information manually.

### Who to include in the Personnel Roster:

For an employee to be included in a roster, the following criteria must be met: ***(Please review the full requirements provided in the AG-385 User Guide under Appendix B starting on page 22.)***

1. Be an active full-time employee of the municipality;
2. Be employed for any 6 consecutive months during the calendar year;
3. Work at least 35 hours per week; and
4. Be a member of the pension plan and meet all its requirements.

### Naming convention for the Personnel Roster:

Please ensure the same personnel naming convention is maintained in the roster from year to year (Last Name, First Name or vice versa).