



Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook IL 60523-2337

Member Services Representatives 1-800-ASK-IMRF

www.imrf.org

SPECIAL MEMORANDUM

Number: 304

Date: January 7, 2008

To: Employers with Employer Access accounts

Subject: Paper forms no longer mailed effective immediately

Executive Summary

Our records indicate your employer has Internet access. Therefore, effective immediately IMRF will no longer mail paper forms to your employer. IMRF will continue to fulfill requests for benefit booklets, brochures, checklists and envelopes.

The most current version of paper forms can be downloaded and printed from the forms area of www.imrf.org. Having employers maintain a supply of paper forms that becomes obsolete is inefficient.

If you are terminating a member, changing member information or submitting a wage adjustment, we recommend you do so via your Employer Access account. Submitting information via your Employer Access account better ensures the information IMRF receives is accurate and helps maintain accurate member and employer records.

Dear Authorized Agent:

Our records indicate your employer has Internet access; therefore effective immediately IMRF will no longer fulfill requests for paper forms from your employer. IMRF will continue to fulfill requests for benefit booklets, brochures, checklists and envelopes.

Because you have Internet access, you can download forms immediately from the forms area of www.imrf.org. You will not have to wait for IMRF to receive your forms request, fill it and then wait for the Postal Service to deliver your forms.

In addition, maintaining a supply of forms that become obsolete is inefficient. By downloading and printing forms from the Forms page at www.imrf.org, you can be assured you are using the most current version of the form.

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Employer Access recommended

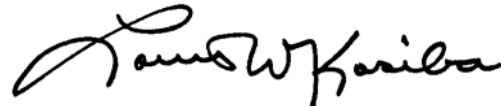
The fastest and most accurate method of providing IMRF information is via your Employer Access account. Several IMRF forms are available online as electronic, interactive forms in the secure Employer Access area of our website:

- Termination of IMRF Participation (Form 6.41)
- Member Information Change (Form 6.20)
- Wage and Contribution Adjustment (Form 3.20)

In addition, an electronic, interactive Notice of Enrollment in IMRF (Form 6.10) is in development.

Having employers maintain a supply of forms that becomes obsolete is inefficient. Downloading forms from www.imrf.org as you need them guarantees that you have the most current version of the form. Submitting terminations, member information changes and wage adjustments via your Employer Access account better ensures the information IMRF receives is accurate and helps maintain accurate member and employer records.

Sincerely,

A handwritten signature in black ink, appearing to read "Louis W. Kosiba". The signature is fluid and cursive, with a large initial "L" and "K".

Louis W. Kosiba
Executive Director