

EMPLOYER REMINDER

Information and tips to aid administrators in standard IMRF procedures.

ROUTE TO:

- | | |
|---|---|
| <input type="checkbox"/> Director | <input type="checkbox"/> Personnel/HR |
| <input type="checkbox"/> Manager | <input type="checkbox"/> Data Processing |
| <input type="checkbox"/> Department Head(s) | <input type="checkbox"/> Payroll Dept. |
| <input type="checkbox"/> Authorized Agent | <input type="checkbox"/> Accounting/Finance |
| <input type="checkbox"/> Assistant to AA | <input type="checkbox"/> Other |
| <input type="checkbox"/> Web Assistant | |

Six important IMRF documents available in 2018

IMRF employers will receive six key documents in 2018. These documents will be available in the “Display Annual Documents” section, located under “Documents” in [Employer Access](#), and will detail your employer’s pension assets, liabilities, and contribution rate. IMRF will notify you through secure messages and *Employer Digest*, IMRF’s electronic newsletter for employers, when each document becomes available. This information is necessary for financial planning, accounting, and reporting purposes.

2018 document release schedule

The following chart outlines the 2018 document release schedule:

Month Released	IMRF Document	Year Covered
February	Employer Reserve Account Statement	2017
February	Employer Copies of Member Statements	2017
April	Preliminary Rate Notice	2019
April	GASB 50 Statement	2017
April	GASB 68 Statement	2017
November	Final Rate Notice	2019

Document descriptions

- The **Employer Reserve Account Statement** (to release February 2018) provides an accounting of your employer’s IMRF assets. It reports: the opening account balance on January 1, 2017; the closing balance on December 31, 2017; investment earnings (credit or charge); interest charges or credit; charges for employee retirements; and credits for contributions made.
- **Employer Copies of Member Statements** (to release February 2018) provide summaries of IMRF members’ accounts for 2017. The statements feature member plan and tier details, service credit, wages and contributions reported, and the type of wages (e.g., tax-deferred, disability, seasonal, etc.). These statements are for your employer’s records.
- The **Preliminary Rate Notice** (to release April 2018) provides your employer’s estimated contribution rate for 2019.
- The **GASB 50 Statement** (to release April 2018) provides the funded status of your employer’s IMRF plan(s) as of December 31, 2017. This statement includes three-year trend data that shows whether your employer’s pension assets are increasing or decreasing in relation to its pension liabilities.
- The **GASB 68 Statement** (to release mid to late April 2018) is provided to improve the accounting, reporting, and presentation of pensions. Employers need the GASB 68 Statement to complete their financial statements.
- The **Final Rate Notice** (to release November 2018) provides your employer’s *actual* contribution rate for 2019, which includes contributions for: retirement, death, and disability benefits; supplemental benefit payment; and Early Retirement Incentive (if applicable).

For more information

Employers with questions about the 2018 document release schedule may contact IMRF using the *exclusive, employer-only phone number, 1-800-728-7971*.

Visit www.imrf.org for publications, forms, booklets, legislative updates, video tutorials, and Employer Access.

Main Office: 2211 York Rd., Suite 500, Oak Brook, IL 60523-2337

Member-only Phone Number: 1-800-ASK-IMRF (275-4673) *Monday - Friday, 7:30 AM—5:30 PM (CST)*

Employer-only Phone Number: 1-800-728-7971

