

# MARK YOUR CALENDAR 2024

To add a retired IMRF member's health insurance deduction **for the first time**, you need to submit the appropriate enrollment form **signed by the member**. You can do this one of three ways:

- Attach the appropriate signed enrollment form to a secure message in Employer Access. Choose the topic "Deductions."
- Fax it to IMRF at 630-706-4289
- Mail it to IMRF

You must submit the signed form by the submission deadlines listed below.

To change, retroactively adjust, or terminate a retired IMRF member's health insurance deduction, you need to complete an "Insurance & Union Data Collection" in Employer Access prior to the submission deadlines listed below. Please visit the Employer or Partner Learning Center for step by step procedures or instructional video assistance.



**For example, we must receive deduction information for the February 1, 2024, benefit payment no later than January 17, 2024.**

If you are unable to submit this information by the payment's submission deadline, we cannot deduct the correct amount from the member's benefit payment.

**If you have any questions please call Employer Services at 1-800-728-7971.**  
(This hotline can be used by IMRF employers and non-IMRF organizations.)

Benefit Payment Date	Submission Deadline
January 1, 2024	December 13, 2023
February 1, 2024	January 17, 2024
March 1, 2024	February 14, 2024
April 1, 2024	March 15, 2024
May 1, 2024	April 16, 2024
June 1, 2024	May 15, 2024
July 1, 2024	June 12, 2024
August 1, 2024	July 16, 2024
September 1, 2024	August 15, 2024
October 1, 2024	September 13, 2024
November 1, 2024	October 16, 2024
December 1, 2024	November 12, 2024
January 1, 2025	December 12, 2024



This is an update to the original document published 10/2023.  
All the dates remain the same. We've updated the contact info & guidelines above.

04/2024

