

MARK YOUR CALENDAR 2025

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, 2025, benefit payment no later than January 17, 2025.

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, 2025	December 12, 2024
February 1, 2025	January 17, 2025
March 1, 2025	February 14, 2025
April 1, 2025	March 18, 2025
May 1, 2025	April 17, 2025
June 1, 2025	May 16, 2025
July 1, 2025	June 16, 2025
August 1, 2025	July 18, 2025
September 1, 2025	August 18, 2025
October 1, 2025	September 18, 2025
November 1, 2025	October 20, 2025
December 1, 2025	November 13, 2025
January 1, 2026	December 16, 2025

