



Illinois Municipal Retirement Fund

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Service Representatives 1-800-ASK-IMRF

www.imrf.org

GENERAL MEMORANDUM

Number: 537

Date: July 27, 2005

To: All Authorized Agents

Subject: Revised 2005 Web-based Manual for Authorized Agents available at www.imrf.org

Executive Summary

A revised Web-based 2005 IMRF Manual for Authorized Agents is available at www.imrf.org. Revised topics include Employer Access, govONE EFT, Past Service, Early Retirement Incentive, employer IMRF levy, and masking Social Security numbers. This new Web-based Authorized Agents Manual offers key word search, links to blank forms, and links to other websites. **Your current paper-based Authorized Agents Manual is now obsolete.** To access the new Web-based Manual, visit the Employer Publications area of the IMRF website.

Dear Authorized Agent:

I am pleased to announce that the revised 2005 **Web-based edition of the IMRF Manual** for Authorized Agents is available online at the IMRF website, www.imrf.org.

Revisions to the Manual include:

- Updated Employer Access information, including information on Web-based Wage Reporting
- Added requirement for govONE Electronic Funds Transfer
- Added new procedure to mask member's Social Security number
- Clarified that the IMRF levy can be used for IMRF employer contributions only
- Revised magnetic media specifications
- Added summary chart of past service types, forms, eligibility and employer action
- Revised requirements for subsequent Early Retirement Incentive programs

With the release of our new 2005 Web-based Manual for Authorized Agents, **your existing paper-based Manual for Authorized Agents is obsolete.**

We recommend that you dispose of the pages from your existing Authorized Agents Manual. You may want to keep the binder and tabs in the event you print the Manual from the Website.

July 27, 2005

Revised 2005 Web-based Manual for Authorized Agents available at www.imrf.org

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Improved search capabilities; information and forms kept current

This new Web-based version of our Authorized Agents Manual offers many advantages, including:

- Search via keyword
- Search via the Index
- Links to blank forms on our website
- Links to other information on the IMRF website
- Links to other websites, e.g., Illinois Pension Code

One of the most important advantages of our new Manual is the ability to quickly update it. When you use our new Web-based Manual, you can be assured you will be accessing the most current information.

All you need is Internet access

IMRF's Web-based Authorized Agent's Manual is **available to anyone with Internet access**. Simply visit the Employer Publications area of the IMRF website and click on the "Authorized Agent's Manual" link.

The new Web-based Manual also includes a link to a portable document format (pdf) version of the revised 2005 Manual. If you wish, you can use the pdf files to print the Manual in sections.

- **If you previously advised us that you have Internet access** (i.e., you have an Employer Access account), **you have everything you need to begin using our new Web-based Manual** for Authorized Agents. You can take advantage of our new Manual that offers up-to-date information, and links to current forms and publications.
- **All other employers** will receive a Special Memorandum in late August. The Special Memorandum will include a CD containing the same 2005 Manual for Authorized Agents available at www.imrf.org. However, the CD-based Manual will not include links to blank forms or publications. The CD will include a pdf version of the 2005 Manual you can use to print the Manual in sections. The CD-based Manual will be updated annually.

Have Internet access, but never applied for an account?

If you have Internet access but have not yet applied for an Employer Access account, I strongly encourage you to apply. Take a few minutes right now to visit www.imrf.org and click on the Employer Access link. You will be guided through the online sign-on process.

Questions?

IMRF's Web-based Manual for Authorized Agents moves IMRF one step closer to our e-Service vision. It allows us to provide you with the information you need, when you need it, at the lowest cost.

If you have any questions, please call an IMRF Member Service Representative at 1-800-ASK-IMRF (1-800-275-4673) Monday through Friday, 7:30 a.m. to 5:30 p.m.

Sincerely,



Louis W. Kosiba
Executive Director