

Member Access – How to Request Refund for Voluntary Additional Contribution (VAC)



Image	Description
	To log in to Member Access, go to www.imrf.org and click on the “MEMBER LOGIN” button in the upper right corner. If this is your first time logging in to Member Access since March 4, 2024, you will need to set up a new Member Access account. You can read more information on how to create your new Member Access account by clicking on the “CREATE A MEMBER ACCESS ACCOUNT” button on the home page of www.imrf.org.
	Once you are at the Member Access Sign In screen, enter your User ID and Password to log in to Member Access.



Validate Your Email [Need Help?](#)

A new email was sent.

We have sent an email to [redacted]. Please enter the verification code sent to you in the provided field below.

Verification Code:

☐ Trust this device for future logins.
(resend email)

[Cancel](#) [Next](#)

☐ I'm not a robot

reCAPTCHA
Privacy · Terms

[Cancel](#) [Next](#)

Select all images with
crosswalks
Click verify once there are none left.



☐ I'm not a robot

reCAPTCHA
Privacy · Terms

[Cancel](#) [Next](#)

[VERIFY](#)

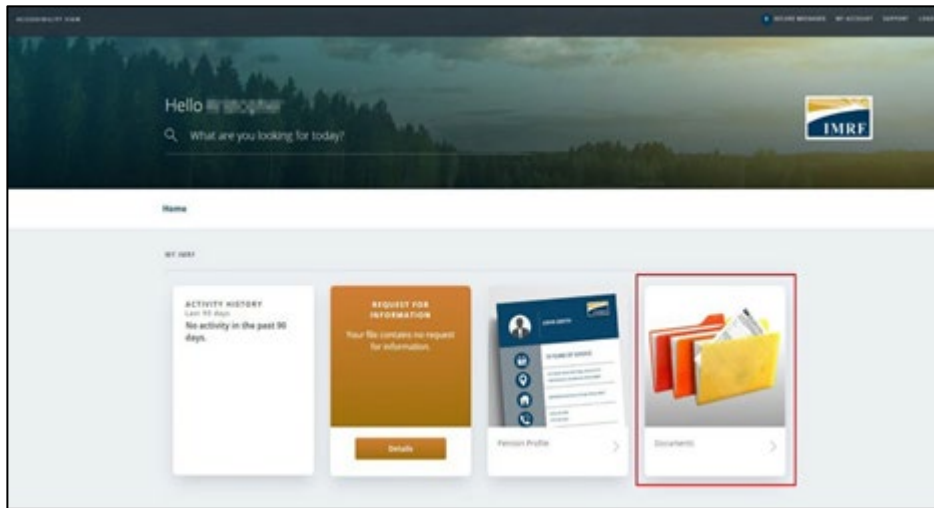
After you've entered your User ID and Password, either:

A verification code will be sent to your email on file *(or cell phone if you chose to receive text message notifications)*. Enter the verification code here and then click **"Next."**

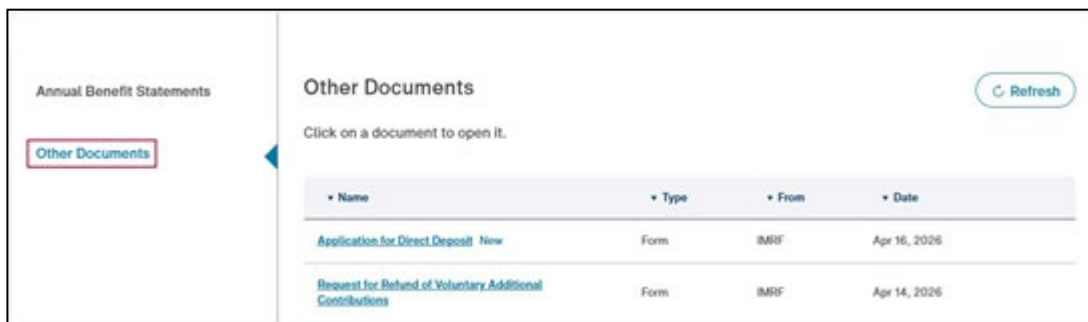
OR

A CAPTCHA box will first appear. If this happens, click checkbox next to **"I'M NOT A ROBOT"**. Click

the verification boxes, click **"VERIFY"**, and then click **"Next."**



After logging into Member Access, click the **“Documents”** widget.



Choose the **“Other Documents”** tab on the left-hand side of the screen.

Produce a document

Select the document you need and click **Produce**. The document will be generated from the information in your record.

Select

Produce

Scroll to the bottom of the page to the section where you can “Produce a document.”

Click on the drop-down menu. To generate your refund request, click on **“Request for Refund of Voluntary Additional Contributions”** and then click on **“Application for Direct Deposit – Portal.”**

The system will generate an individualized version of each of these documents.

Annual Benefit Statements

Other Documents

Other Documents

Refresh

Click on a document to open it.

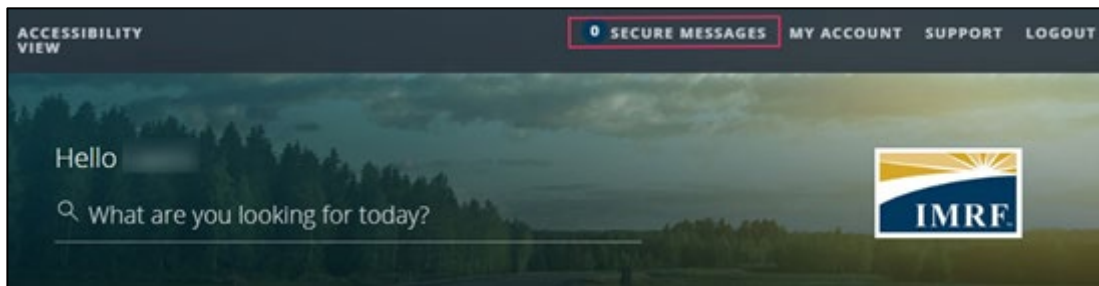
Name	Type	From	Date
Application for Direct Deposit New	Form	IMRF	Apr 16, 2026
Request for Refund of Voluntary Additional Contributions	Form	IMRF	Apr 14, 2026

It may take a little bit of time for both forms to be created.

When they are available, you will be notified.

Log in to your Member Access Account, select the “Documents” widget, and the “Other Documents” tab to view your forms.

Print both forms.



Once both the “Request for Refund of Voluntary Additional Contributions” and “Application for Direct Deposit – Portal” are completed, send them to IMRF

The fastest way to get the documents to IMRF is to scan and send through a secure message.

Log into your IMRF account again. On the homepage, click “**Secure Messages**” in the top right-hand corner.



Click on “**New Message**” on the left-hand side of the screen.

Secure Messages

New Message

☐ Inbox
☐ Archived

New Message

Topic *

Subject *



Attachment (optional)

Select files from your computer

Attach the scanned “Request for Refund of Voluntary Additional Contributions” and “Application for Direct Deposit – Portal” to the message, choose a topic (Refund) and subject.

Press “**Send**” to transmit the documents to IMRF.

You may also mail the applications to IMRF, but sending the documents through the mail may add to the time it takes to process your application.