OPERS EMPLOYER Notice

May 13, 2010

Ohio Public Employees Retirement System • 277 East Town Street • Columbus, Ohio 43215

Authorization for Release of Account Information (LL-2) required for all member account inquiries

Note:
Member account information cannot be released without an Authorization for Release of Account Information (LL-2) *pursuant to ORC section 145.27*

Who should read this notice
Payroll officers, human resources professionals, and those responsible for processing employee benefit information.

Situation overview
A written *Authorization for Release of Account Information (LL-2)* must be on file prior to releasing any member specific account information to a third party, including the member's employer. An authorization is needed even if an employer is contacting OPERS in the member's presence.

Section 145.27 of the Ohio Revised Code restricts the release of information concerning the following:

- An individual's statement of previous service
- The amount of a monthly allowance or benefit paid to an individual, or
- The individual's personal history record, which includes any data or information considered to be confidential

Inquiries concerning any of the above, *which includes the status of any retirement or refund application*, will need to be directed to the Member Services Center at (800) 222-7377. Prior to contacting the Member Services Center, employers should direct their employees to forward an *Authorization for Release of Account Information* if they want their personal account information released to their employer or discussed with their employer.

What employers need to do
Please be aware of this procedure so that member account inquiries can be handled effectively and efficiently. The *Authorization for Release of Account Information* is available on the forms pages of www.opers.org, or by calling the Member Call Center. The form is specific to the type of information to be released, the party to whom it is released, and the period of time it is in effect.

Why this is important
Protecting members and retirees account information is required by Ohio retirement law. This is a process of which members, retirees and employers need to be aware so that in situations where the release of confidential information is necessary, the inquiry can be handled within the requirements of Ohio retirement law.

While OPERS understands that employers are often a source of information concerning an employee's relationship with the retirement system, members and retirees are encouraged to contact the Member Services Center for any inquiries concerning their OPERS accounts and benefits.

OPERS 1935 75 Years 2010
Your Trusted Retirement Partner

1-888-400-0965
www.opers.org

More Information on back

Changes to the *Employer Manual*
There are no changes to the *Employer Manual* resulting from the changes discussed in this *Employer Notice.*

Whom to contact for more information
After reviewing this *Employer Notice*, contact Employer Outreach with questions at (888) 400-0965, or by email at employeroutreach@opers.org.

This Employer Notice *is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.*