

OPERS EMPLOYER Notice

June 28, 2012

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

Member refund forms redesigned

Who should read this notice

Human resources professionals and anyone processing employee refund forms

Situation overview

The retirement system has been working to redesign forms so they are easier for members to read, understand and complete. Use of the updated forms improves accuracy and reduces processing time. Previously there were separate refund forms for each of the three retirement plans. The re-engineered refund form has resulted in a single form for members to use regardless of their retirement plan choice.

What employers need to do

There are important steps employers can take to ensure they are compliant and employees are receiving their requested benefit timely:

- Direct employees to access their accounts online to complete refund applications.
- Remind employees refunds will be processed three months after their last date of public service.
- Discard outdated refund forms. The old forms will not be accepted if received by the retirement system after Aug. 31, 2012.
- Refrain from stocking any member-related retirement forms. Many of the member forms can be completed by employees by accessing their accounts online. Self-service provides the best possibility forms will be completed correctly and benefits or account updates processed timely.
- Refer employees to their accounts online for the many self-service options available for applications, such as refunds, and individual account maintenance.
- Continue to use Pay Period End (PPE) Codes to identify an employee's final day of service.

Why this is important

Use of an incorrect or outdated form will lengthen the time to complete an employee's request for refund. By completing the refund application online, employees will have the highest probability of an error free, streamlined process resulting in decreased processing time.

Whom to contact for more information

After reviewing this *Employer Notice*, contact Employer Outreach with questions at 888-400-0965, or by e-mail at employeroutreach@opers.org.

For a current listing of OPERS Board members, please visit www.opers.org

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Note:

Outdated forms received after Aug. 31, 2012 will be marked invalid and returned.

A refund application is a member-driven event. Employers should refrain from stocking member-related retirement forms and instead refer employees to access their accounts online at www.opers.org.



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