

EMPLOYER Notice

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

Establish your organization's service purchase contact

Who should read this notice

Payroll professionals and anyone involved in processing retirement service purchases via payroll deduction

Situation Overview

Beginning in July, and continuing through 2007 on a staggered basis, changes will be implemented to the processing of service purchases via payroll deduction. To help employers handle the changes, a *Service Purchase by Payroll Deduction Kit* will be sent to all employers. The multi-faceted kit is extensive and includes important information, form prototypes and answers to anticipated questions.

What you need to do

Employer Reporting is requesting you contact your Employer Outreach representative to verify exactly who in your organization should be receiving the communications related to service purchases by payroll deduction.

- Please contact Employer Outreach no later than July 6, 2007 with the contact information for your organization.
 - Phone at 1-888-400-0965, or
 - The Internet at employeroutreach@opers.org.

If you do not verify your organizational contact by July 6, the kit will be sent to the main contact listed on your OPERS account.

Why this is important

The *Service Purchase by Payroll Deduction Kit* will be an important and useful tool for employers to understand and implement the changes to service purchases by payroll deduction reporting. We want to make the transition as smooth as possible because accurate reporting and remitting of service purchase deductions is important for your employees participating in this program.

Who to contact for more information

After you review this *Employer Notice*, contact your Employer Outreach representative with questions at 1-888-400-0965 or via the Internet at employeroutreach@opers.org.

Note:

It is anticipated the *Service Purchase by Payroll Deduction Kit* will be sent in early July.



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

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