

EMPLOYER Notice

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

OPERS Annual Statement delivery schedule and reminders**Who should read this notice**

Those responsible for reporting retirement contributions to OPERS and human resources professionals

Situation overview

OPERS wants to partner with employers to help ensure the accuracy of the *OPERS Annual Statements* going out beginning this quarter—the statements contain critical information that may determine your employees' retirement decisions. You can help by reviewing the following delivery and due date information to help ensure employees' *OPERS Annual Statements* are accurate.

All 2009 *Reports of Retirement Contributions* must be error-free and received at OPERS no later than February 1, 2010 to be certain each employee's *OPERS Annual Statement* accurately reflects a full year of retirement contributions. Errors or omissions will cause inaccurate statements, which may result in employees having incorrect financial information upon which to base retirement decisions.

We want to positively position employers with any information we anticipate you may need. The following information will assist you to answer your employees' questions about the 2009 *OPERS Annual Statements*:

- *OPERS Annual Statements* will be mailed on a staggered schedule, as follows:
 - On March 8, 2010, statements for active law enforcement employees, for participants in the Combined Plan, and for those participating in a money-purchase annuity will be mailed.
 - Also on March 8, 2010, members (your employees) who have chosen to receive annual statements electronically will be able to view their statements online by accessing the My Benefits System (MBS) at www.opers.org. Remember, each account is password protected, so the account is secure.
 - Beginning March 15, 2010 and continuing weekly through April 5, 2010, statements for those participating in the Traditional Pension Plan will be mailed on a rolling weekly basis of approximately 85,000 per week. Mailings are batched by home zip code—meaning it is entirely possible for employees who work together to receive statements at vastly different times.
- Employees who have terminated public employment during 2009 and who are no longer in active public service are classified by OPERS as inactive. Statements for those classified as inactive will be mailed on April 19, 2010.

Note:

MBS provides the most secure and quickest way to receive the OPERS Annual Statement.

Employers are asked to encourage employees to register on MBS today.

Anyone who registers by February 19, 2010—and who opts out of a paper statement—also aids the environment.



1-888-400-0965

www.opers.org**More Information on Back**

- The total salary for 2009 indicated on *OPERS Annual Statements* may differ from the total salary shown on W-2 forms. This may be due to one or both of the following reasons:
 - Different types of wages earned throughout the year: Remember, not all salary is subject to retirement contributions.
 - Timing: W-2 forms include wages *paid* during 2009, while the *OPERS Annual Statements* include wages *earned* during 2009.

What you need to do

We are asking employers to:

- Be certain all *Reports of Retirement Contributions* for periods in 2009 are received by OPERS no later than February 1, 2010 (normal due dates and penalties will apply). This will ensure that accurate retirement projections can be calculated and listed on *OPERS Annual Statements*.
- Be aware of the statement mailing dates to reassure employees. Because statements are batched and sent by home zip codes rather than employer organization, employees often ask employers about what is perceived as a delayed or missing annual statement.
- Encourage employees to register and receive the *OPERS Annual Statements* on MBS and opt out of a hard copy via U.S. mail. Receiving an electronic copy of the annual statement is the most secure method of delivery. (Although MBS registrations are accepted at any time, employees must register by February 19, 2010 to receive the annual statement electronically and eliminate the hard-copy mailing of their statement.)

Why this is important

Information on annual statements is extremely important to employees and helps them make important decisions about their future. Clearly, everyone wins when this information is accurate.

Whom to contact for more information

After reviewing this *Employer Notice*, contact Employer Outreach with questions at 1-888-400-0965, 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.



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