



## County Employees' Retirement Fund

2121 Schotthill Woods Drive

Jefferson City, MO 65101

Phone: (877) 632-2373

Fax: (573) 761-4404

Web Site: [www.mocerf.org](http://www.mocerf.org)

---

---

# Clerk Bulletin

June 2012

## Member Statements

An estimated 9,552 member statements were mailed in April, and approximately 539 were returned undeliverable as addressed. Contact will be made with the counties to try and obtain new addresses on those remaining member statements we have been unable to find addresses for. In our continuing effort to find ways that might benefit the clerks and our members, we thought a payroll stuffer could serve as an important reminder to employees as to the importance of keeping their address updated. An example might be as follows:

***Please remember to update your address with the county payroll office so this information can be shared with CERF. This will enable you to receive member statements and other important announcements such as the DC Plan Match more quickly. In addition, CERF will take care of providing that information to Great-West in order for you to receive your Savings Plan statements without delay.***

## Enrollment Forms

The Enrollment Form (Form 1) should be completed by the County Clerk's Office or the County's Human Resources Department. The Enrollment Form should be submitted to CERF with a copy of the required attachments indicated on the form. Payroll reports have been held up due to missing Enrollment Forms on new employees on a number of occasions, and CERF was advised the county gave the form to the employee to complete. As a reminder, the participant is not required to sign the Enrollment Form. The Enrollment Forms can also be submitted via Web Forms. For information on the Web Forms process please contact your Benefits Specialist.

## Buyback of Service Records Paid by the County

We request that you contact CERF if your county has agreed to pay for a buyback of prior service on behalf of an employee so the payment can be receipted correctly in the participant's record. When buybacks are withheld from an employee's pay, they are to be treated as "after-tax" payments, but if a county is paying them on behalf of an employee, CERF must be informed so as to code them as "pre-tax" payments, pursuant to IRS guidelines.

---

This fax is intended only for the use of the person or office to whom it is addressed, and contains privileged or confidential information protected by law. All recipients are hereby notified that inadvertent or unauthorized receipt does not waive such privilege, and that unauthorized dissemination, distribution, or copying of this communication is prohibited. If you have received this fax in error, please destroy the attached document(s) and notify the sender of the error by calling (1-877-632-2373).