



## Pension Relief Information

### What is Pension Relief?

In 1977, the Pension Relief Fund ([IC 5-10.3-11](#)) was established to assist cities and towns with the benefit payments associated with the police and fire retirement systems of 1925, 1937, and 1953 (collectively known as the “Old Plans”).

### How is Pension Relief processed?

The process of submitting data for Pension Relief (PR) begins when you save and then submit your PR data through the ERM [Pension Relief upload](#) web page. Refer to the [Pension Relief Data Submission Guide](#) for details. **The link to the Upload Pension Relief option will be accessible from the ERM home menu on January 2, 2024.** Ensure that your staff members responsible for submitting the pension relief reports to INPRS are entered into ERM as contacts and are assigned the **PERF Pension Relief Administrator** security role.

**You have until February 5, 2024 to enter and submit PR data using the PR upload web page accessed through ERM.** You are ineligible to receive a distribution if you do not supply complete information ([IC 5-10.3-11-4](#)). Instructions for the PR data submission process are now available in the [Pension Relief Information](#) section of the [Pension Secretaries Resources](#) page on the INPRS website.

After the February 5, 2024 submission deadline, INPRS reviews all PR data submissions and either approve or return them for additional information. If a submission is sent back, you are notified by email that the submission has errors that must be corrected and resubmitted before the submission may be approved. Once your PR submission is approved, an email is sent to notify you.

### Non-Reported Retirees and Survivors

Keep in mind that all qualified retirees and survivors must be listed on the Pension Relief report until INPRS is notified via the annual report of the reason why they are no longer receiving a benefit. If your current report does not list a previously reported retiree or survivor with no explanation of why they are not included, a list of those individuals on the ERM **Report Summary final Totals** page displays before you submit your report to INPRS. At that point you have the option to add the missing individuals to the report, if applicable, by clicking on one of the **View** links in the **Validation Results** section and then clicking **Add**. There are on-screen instructions to guide you, including INPRS customer service contact information if you have questions.

### ZIP Code

Beginning with the 2023 Pension Relief submission, all retirees and survivors must have a **ZIP Code** entered in the **Payee Zip Code** field (5 digits only). Refer to the [Pension Relief Data Submission Guide](#) for details.

### Frequently Asked Questions (FAQs)

Frequently Asked Questions (FAQs) are available on the [Pension Secretaries Resources](#) page on the INPRS website.

**Questions?** Contact INPRS toll-free at (888) 876-2707 or email INPRS at [EPPA@inprs.in.gov](mailto:EPPA@inprs.in.gov).

### Important Dates

#### January 2, 2024

PR Data can be submitted to INPRS by accessing PR upload web page through ERM.

#### February 5, 2024

Last day for submission. You are ineligible to receive a distribution if you do not supply the complete information ([IC 5-10.3-11-4](#)).

#### February 29, 2024

INPRS review of PR Data complete.

#### March 15 – April 5, 2024

INPRS Actuary Processes PR Data.

#### April 5 – June 28, 2024

INPRS Finance prepares PR Distributions.

#### Before July 1 2024

First installment of PR Distribution made to your direct deposit account.

#### Before October 2, 2024

Second and final installment of PR Distribution made to your direct deposit account.