

# Pension Relief

## What is it?

In 1977, the Pension Relief Fund (IC 5-10.3-11) was established to help cities and towns with the financial burdens 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 Pension Relief upload web page, which is now accessed through the new ERM system. The link to that web page will be available in late December or early January. Please ensure that your staff members responsible for submitting the pension relief reports to INPRS are entered into ERM as contacts. All PR communications in the coming months will be sent through ERM.

Once your PR data is submitted to INPRS, you will receive an e-mail notification that the submission was successful. You have **until Feb. 1, 2013**, 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). Updated upload instructions will soon be available in the Pension Relief section of the website:

<http://www.in.gov/inprs/policeandfirefighters.htm>

INPRS reviews all PR data submissions and either approves or returns them for additional information. If a submission is sent back, you are notified that the submission has errors and must be corrected and resubmitted before the submission may be approved. Once your PR submissions are approved, an e-mail will be sent notifying you that the PR data is approved.

## Recent FAQ: Social Security Number Validations

Starting with the 2012 pay 2013 Pension Relief reporting cycle, additional validations will be in place. One of the new validations in place is an increase in verifying valid social security numbers for members and/or survivors. INPRS has always required employers to provide us with accurate member and survivor social security numbers, but now the validation has been strengthened. If needed, please be vigilant in securing correct SSNs ahead of the next reporting period in order to avoid having your report rejected due to any inaccurate information. Please review the Social Security Administration's list of invalid SSNs, available at this link:

[http://ssa-custhelp.ssa.gov/app/answers/detail/a\\_id/425/~-/determining-social-security-numbers](http://ssa-custhelp.ssa.gov/app/answers/detail/a_id/425/~-/determining-social-security-numbers)



## Important Dates:

### Late December / Early January

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

### Feb. 1, 2013:

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).

### Feb. 28, 2013:

Reviewing of PR Data complete.

### March 1, 2013- April 1, 2013:

INPRS Actuary Processes PR Data.

### April 2, 2013- Jun. 29, 2013:

INPRS Finance prepares PR Distributions.

### End of June 2013:

First installment of PR Distribution made to your direct deposit account or a check is issued and mailed to you.

### End of Sept. 2013:

Second and final installment of PR Distribution made to your direct deposit account or a check is issued and mailed to you.

## Frequently Asked Questions

The following are questions that have been frequently asked. Before calling INPRS, please review this list to see if your question has already been answered.

**Will I have to do this every year? Why am I required to do this?**

Yes. In order to receive your reimbursement, the information regarding the payments made in the previous year must be sent to INPRS annually.

**What should I do if I cannot log in to ERM?**

Please contact your staff ERM security administrator to ensure they have added you as a contact in ERM with the Pension Relief Administrator security role. If you receive an error message stating your account is locked or disabled, your staff ERM security administrator can generate you a new password.

**Am I going to be able to access my information from last year?**

Yes. Once you log in to ERM and access the upload link, you will have the ability to pull up your submission from the previous year. Once you have pulled it up, you need to add any new pensioners, beneficiaries, deaths, and payment amounts.

**What happens if I don't submit my PR data on time?**

You are ineligible to receive a distribution if you do not supply the complete information (IC 5-10.3-11-4).

**When can I start submitting my information online?**

You will be able to log into ERM and access the Pension Relief link beginning sometime in late December or early January.

**When and what information will be available online to assist me with the process?**

The *INPRS website has a dedicated section for Pension Relief*, which is in the process of being updated. There is some helpful information currently available to view. More information and new step by step guides will be available in mid December. Please visit ([www.in.gov/inprs](http://www.in.gov/inprs)). In the side menu, select **My Fund**  **Police and Firefighters**, and then scroll to the bottom section called **Pension Relief Information**.

**Who do I contact if I have additional questions regarding my pension relief distribution?**

If you have questions regarding pension relief, feel free to call us toll-free at (888) 876-2707

**When will I receive my pension relief distributions?**

You will first receive a letter indicating your pension relief amount. Your pension relief distributions are sent via EFT on June 30 and Sept. 30.

**What information is needed concerning the Electronic Funds Transfer (EFT)?**

If you have changed your bank account information for the Pension Relief EFT since the previous year, please submit to INPRS the 'Bank Account Information Update Form' on the INPRS Web site ([www.in.gov/inprs](http://www.in.gov/inprs)). In the side menu, select **My Fund**  **Police and Firefighters**, and then scroll to the bottom section called **Pension Relief Information**.

**What if I make an error or want to change my Pension Relief report after I have sent it to INPRS?**

If you make an error, or need to change your information, please contact INPRS toll-free at (888) 876-2707 and we will have the report sent back to you electronically so that you can fix any errors.

**Who do I talk to in order to know how much my unit is going to receive?**

INPRS will send a letter in June to your department informing you of your June and September distribution amounts.

**Why does it take so long to get my PR payout?**

INPRS is required by law to pay out your PR distribution amount in two equal payments: one in June and the other in September.

