

## **INSTRUCTIONS**

### **STEP 1: MEMBER PETITION FOR ADMINISTRATIVE REVIEW OF STAFF ACTION OR DETERMINATION**

If you believe you have been aggrieved or adversely affected by the Indiana Public Retirement System (“INPRS”) staff action or determination, you may request administrative review by letter or by completing the below form, Step 1: Member Petition for Administrative Review of Staff Action or Determination. This request must include sufficient facts on which you base your request for administrative review and your desired outcome. You may attach copies of any supporting documents to the request.

Upon receiving your request, INPRS’ Legal Department will conduct an evaluation of your case and issue an initial determination letter and/or an amended determination letter to you. Please keep in mind that many INPRS procedures are statutory and INPRS does not have the discretion to act outside of the law in granting an outcome or benefit that federal and/or state law do not provide.

**STEP 1: MEMBER PETITION FOR ADMINISTRATIVE REVIEW OF STAFF ACTION OR DETERMINATION**

To: Indiana Public Retirement System (INPRS)  
Attn: Administrative Review  
One North Capitol, Suite #001  
Indianapolis, IN 46204  
[AdministrativeReviews@INPRS.in.gov](mailto:AdministrativeReviews@INPRS.in.gov)

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Member Name, if different than submitter: \_\_\_\_\_

Pension Identification Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

***State how you have been aggrieved or adversely affected by the INPRS staff action or determination below.***

*State your desired outcome below.*

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date