

CHAPTER 6 – RETIREE SIGNATURE AND INFORMATION VERIFICATION

SECTION 3:601 - OVERVIEW

(1) The Wayne County Employees' Retirement Commission ("Retirement Commission") has a legal and fiduciary obligation to ensure that pension benefits recipients are providing accurate information to the Retirement System annually. To ensure that such information remains up to date and accurate, the Retirement System will collect information from benefits recipients each year to annually verify the data and ensure the accuracy of said information.

(2) The Wayne County Employees' Retirement System (the "Retirement System") will mail an Information Verification Form (the "Verification Form") to **ALL** retirees and beneficiaries on the Retirement System payroll. **ALL** retirees and beneficiaries are required to respond to the request for current signature and address information. Failure to comply will result in suspension of the pension until said Verification Form is received by the Retirement System. All retirees and beneficiaries will be required to have the Verification Form confirmed by a witness.

SECTION 3:602 - PURPOSE

(1) Confirm that retiree/beneficiary remains eligible to continue pension and/or retirement benefits

(2) Verify current personal information on record with the Retirement System is correct

SECTION 3:603 - POLICY/PROCEDURES

(1) The Verification Form may be delivered in the Retirement System's "Messenger" newsletter.

(2) Requested Verification Form should be returned within 45 days.

(3) All returned Verification Forms will be opened and date/time stamped by Retirement System staff the day they are received in the Retirement Office via U.S. Postal Service, email, or hand delivery.

(4) Upon receiving the Verification Forms, Retirement System staff will review the information on the Verification Forms and compare it to the payroll system to confirm the retiree's/beneficiary's personal information and that it is properly completed. Information changes will be made to the payroll system to reflect the information provided on the Verification Form.

(5) After reviewing the Verification Forms, Retirement System staff will complete a checklist page in the payroll system and then submit the completed forms to the scanning operator for image processing.

CHAPTER 6 – RETIREE SIGNATURE AND INFORMATION VERIFICATION

- (6) Retirement System management will accumulate a list of those retirees/beneficiaries who have not responded to the verification request.

SECTION 3:604 - SUSPENSION OF BENEFITS

- (1) If there is no response to the verification request, a final notice will be mailed on the 46th day to each non-compliant retiree/beneficiary, stating that their pension benefits will be suspended if the required Verification Form is not completed and returned within 30 days.
- (2) If there is no response after the final notice plus 30 days, a list of non-compliant retirees/beneficiaries will be generated and forwarded to retirement payroll directing the suspension of the retirees'/beneficiaries' pension benefits effective immediately.
- (3) The retiree's/beneficiary's pension benefits will remain suspended until the required Verification Form is received by the Retirement System.
- (4) The Retirement System is not responsible for any incidental expense incurred by the retiree due to the suspension of a retiree's pension payment.

SECTION 3:605 - RESTORATION OF BENEFITS

- (1) Upon receipt of the required Verification Form, a retiree's/beneficiary's suspended pension benefits shall be restored retroactively as of the date of suspension. Retroactive payments shall be included in the retiree's/beneficiary's next monthly pension payment.

SECTION 3:606 - PRIVACY RIGHTS

- (1) All personal information and data provided to the Retirement System via the Verification Form shall be protected from unwarranted disclosure in accordance with the Retirement System's Social Security Number and Personal Information Privacy Protection Policy.

W.C.E.R.S. Policy – Retiree Signature and Information Verification	
Category: Benefits Administration	
Date Adopted: 5/23/2014;	Date(s) Amended:
Legal Review By: VanOverbeke, Michaud & Timmony, P.C.	Date Reviewed: 12/11/2013; 2/20/2014; 3/20/2014;