

ELIZABETH A. PEARCE
STATE TREASURER

RETIREMENT DIVISION
TEL: (802) 828-2305
FAX: (802) 828-5182



STATE OF VERMONT
OFFICE OF THE STATE TREASURER

UNCLAIMED PROPERTY DIVISION
TEL: (802) 828-2407

ACCOUNTING DIVISION
TEL: (802) 828-2301
FAX: (802) 828-2884

Date: Sept 6, 2016
To: Municipal Retirement Payroll Officers
From: Jennifer Burdick, phone: 802-828-5188
Email: jennifer.burdick@vermont.gov

Fiscal Year 2017, Quarter 1, July 1, 2016—September 30, 2016.

DUE DATE: Saturday Oct 15, 2016

All data on the reporting site and the payments must be in balance by the due date.

HUGE HUGE THANK YOU—*To all of you that worked so hard to get the Municipal and Teachers reports in balance by the last due date. July is a very long and hard month for the retirement department. It seems that everyone wants to retire in July. All the July retirees we were processing received their checks on time. We cannot express how much your hard work and diligence assists us in making sure this happens.*

TERMINATIONS FROM LAST FISCAL YEAR: If you have an employee that terminated their position 6/30/16 or prior and this was not reported last quarter this person will not have been removed for the start of the new fiscal year 2017. The system will allow you to enter a termination date of 6/30/16, but nothing prior. If you do have a date that is prior to 6/30/16 please enter 6/30/16 as the term date and email me the correct termination and I will make the appropriate changes in our system.

ADDRESS CHANGES:

Please remember that you are responsible for reporting any active member's name or address changes to our office. Both of these changes should be done via the quarterly web reporting. On the existing member's screen, there are blank boxes that can be completed for a name or address change. All mailings that are sent from this office are taken from the data presented to us by the employer.

Termination reporting and Disability Retirement:

Termination:

It is very important that you report a member's termination date on the web report for the last quarter in which contributions are deducted. Much of the retirement process is date sensitive.

There are however situations in which it is imperative that they be advised to contact our office as soon as possible after leaving their job because there are time-sensitive windows associated with certain situations.

Disability and time frame:

If a member believes they are ill, disabled, or is unable to work due to injury, it should be recommended that they contact our office immediately, if they have not already done so, because they may be eligible to apply for a disability benefit. If they are eligible for a disability benefit, they must submit an application within **90 days** of when they terminate their position and/or no longer qualify to participate. **A member will not be eligible to apply for a disability retirement beyond 90 days after the date of termination.** If you don't enter the date on the web, this doesn't mean they weren't terminated. The 90 days will begin with the actual termination date.

If a member questions whether or not they are eligible to collect an early, normal or disability retirement benefit (they must have at least 5 years of service credit in our retirement system to qualify for a benefit), they should contact our office. If they are eligible, our office will send the member the paperwork that they will need to complete in order to draw a monthly pension benefit. The main office line is 802-828-2305.

Sorry to see summer coming to an end. I hope you all get to enjoy the dog days ahead.

Jen Burdick

