



THE RETIREMENT SYSTEMS OF ALABAMA

David G. Bronner, CEO
Donald L. Yancey, Deputy Director

August 31, 2015

MEMORANDUM

TO: Chief Executive Officers of Alabama Public School Systems

FROM: Chris Townes, Director

SUBJECT: Distribution of **Member's Annual Statements** for the
Fiscal Year Ending June 30, 2015

- 1. The Retirement System has mailed the Annual Statements of Account to all current or former employees of your school system to the address we have on file, if it is a valid address. Annual Statements for current and former employees for which we do not have a valid address are enclosed.**
2. Enclosed please find Annual Statements for active TRS members whose address records are listed as "BAD" or "INVALID", who contributed through your school system during the period from July 1 through June 30. It is requested that you effect prompt distribution of these statements to your employees as they contain information of vital importance to those individuals. **If you are unable to deliver any Annual Statement, please destroy them in a safe manner in as much as they contain sensitive information.** Please do not return them to our office.
3. If there is no address printed on the statement, TRS does not have an address on that employee. If "An Address" is printed on the statement, previous mail has been returned by the post office as undeliverable to TRS from this address. **Please have those employees submit address change cards.**

4. Please note that the Annual Statements **will itemize only the last ten (10) years** of retirement history. All years of service credit as well as contributions and interest are included in the "Member Contributions" field and the "Creditable Service by Category" field.
5. If any member has a question about his/her Annual Statement, please have him/her contact our office. Below you will find information on possible questions and/or corrections to members' Annual Statements.
 - A. Address: The Retirement System has listed the address we have on file for your employees on the Statement of Account. To correct the address, complete a Change of Home Address Card and forward it to TRS.
 - B. Date of Birth: A correction to a member's date of birth must be made by birth certificate, census report, Bible record, or any official document dated prior to the person's entry into the Teachers' Retirement System.
 - C. Beneficiary: To update a beneficiary designation, an individual should complete a Form 100-C, Change of Information Form, have it notarized, and return it to TRS.
 - D. Creditable Service: A change in creditable service requires certification by the employer of the service in question. A member should contact our office to determine the year or years in question and then have the employer certify service and salary paid during those years.

Memorandum
Page 3
August 31, 2015

6. The account balance as of June 30 is based on contributions received from your system and any other system for which the member worked. If you change the contributions as shown on the checklist, you will invalidate the Annual Statement. After the corrections are made, we will issue a corrected Annual Statement.
7. If one of your employees does not receive a statement, please have him check with any other system which employed him during the past year. An Annual Statement will be sent to the employing system which last contributed for the individual during the last year.
8. Also **enclosed is an alphabetical listing of your employees which contains some of the same information found on the members' Annual Statements.** Please maintain this listing as an easily accessible source of information about each of your employees' accounts with the Teachers' Retirement System.