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# THE RETIREMENT SYSTEMS OF ALABAMA

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

October 17, 2017

## MEMORANDUM

TO: ALL TRS AGENCIES

FROM: Christopher Townes  
Director of TRS Benefits

SUBJECT: REMINDER FOR AGENCY CERTIFICATION

This is a reminder that the Employing Agency Annual Certification (EAAC) for all RSA retirees now employed by or performing services for your agency is due to RSA no later than January 31, 2018. This certification must be completed on RSA Form PRE-EAAC providing all information as requested. In addition, every RSA retiree must complete and return a RSA Form PRE RN (Retiree Notice), providing all information requested by January 31, 2018. Please communicate with the retirees employed by your agency to ensure the completion and submission of the Retiree Notice Form. Notice of employment by the retiree is a significant change in the law, and this form is required to accomplish compliance. All forms are available on the RSA website.

Upon receipt of the Employing Agency Annual Certification, we will reconcile this information with the receipt of and information provided on the RSA RN (Retiree Notice) for every individual listed on the certification. Any discrepancies will be brought to your attention.

**Thank you for your assistance in completion of this requirement of the law.**

If you have any questions, please contact Rachel-Beth Lindley at (334)517-7267 or [Rachel-Beth.Lindley@rsa-al.gov](mailto:Rachel-Beth.Lindley@rsa-al.gov)