

August 28, 2017

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, 2017

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.**
2. All Annual Statements of Account are now available online in the member's M.O. S. Account, including "Bad or Invalid" address records.
3. 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.
4. 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 Cards: 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.
  - E. 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.
5. 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.

