



# The ERB Connection

New Mexico Educational Retirement Board

January - April 2012

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## 2012 Legislative Update

The New Mexico Educational Retirement Board's (ERB) Plan Design Change Proposal, SB 150, was introduced in the 2012 NM Legislative Session. Although SB 150 passed the Senate, it failed to get through the House. For a complete timeline of SB 150 and its amendments, visit the ERB website at [www.nmerb.org](http://www.nmerb.org).

The ERB Board and Staff will continue efforts to improve the fund's long-term sustainability. The ERB Board and Staff wish to extend our gratitude to our members and others who provided input and support during the Plan Design Change Proposal process. We hope to see continued support when the issue is revisited this spring. Any scheduled informational meetings in your area will be posted on the ERB website.

## The ERB Retirement Process

Between March and August, ERB receives approximately 2000 retirement applications. July is the month of the highest number of effective retirements. So far, ERB has received almost 750 retirement applications for the spring season.

When ERB receives the retirement application, it goes through an initial audit to verify the following: member's contact information; date of birth; social security number; proof of age; PERA service (if applicable); effective date of retirement; beneficiary name; beneficiary date of birth; beneficiary social security number; beneficiary proof of age (if applicable); and member's signature and date. The Employer Certification is then audited for: member's termination date; contract days of service; wages not yet reported; and appropriate signatures and dates. If any of this information is missing, ERB will call the member or employer, depending on the issue, to ask for clarification and place the application in a pending status. If the application successfully passes the initial audit, it then goes to a management analyst for processing.

The management analyst audits the member's account to verify reported wages and service credit. If the account needs to be modified or corrected, the analyst will contact the member's employer to get more information about their reported service. When the account passes this audit, the analyst then calculates the retirement benefit and creates the member's final retirement documents, which are mailed directly to the member for completion.

Upon receipt of the member's final retirement documents, another audit is performed to verify the following: member's final selection of benefit form is completed correctly with matching dates for the member's and notary public's signatures; direct deposit form is completed with the correct information from the member's bank; the state and federal tax deduction form is fully completed; and the post retirement employment notice is signed and dated. If any of these forms are completed incorrectly, they are mailed back to the member with an instructional letter and new forms to be completed. Once the final retirement documents successfully pass the audit, then the member's account is moved to a retirement payroll account for disbursement on the last business day of the month.





## Tax Form 1099-R For Retirees

**ERB Change of Address forms can be found on our website, [www.nmerb.org](http://www.nmerb.org).**

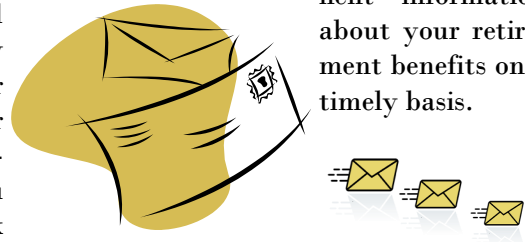
ERB mailed IRS Tax Form 1099-R to over 30,000 retirees at the end of January.

About 1000 envelopes containing these tax forms are returned by the post office every year. If you are a retiree who did not receive a tax form 1099-R by January 31, you may have changed your address and didn't notify ERB. Please always send ERB written

notification each time you change your address. You can print a Change of Address form from [www.nmerb.org](http://www.nmerb.org) or simply write a note that includes your name, the date, your new address, the last four digits of your social security number and your signature. You may fax

the notice to (505) 827-1855 or mail it to PO Box 26129, Santa Fe, NM 87502.

Remembering to notify ERB of your address changes will help us communicate pertinent information about your retirement benefits on a timely basis.



**The ERB Board of Trustees meets every other month. The ERB Investment Committee meets monthly.**

**Meetings are typically held at the Albuquerque office located at 6201 Uptown Blvd., NE.**

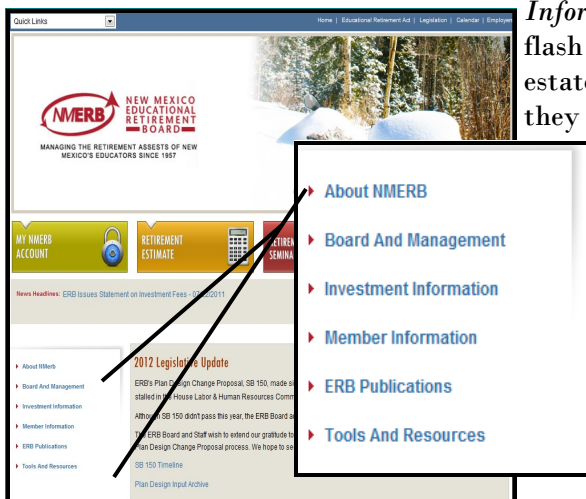
## ERB Reports and Meeting Minutes

ERB financial reports, meeting agendas and minutes are always available on our website, [www.nmerb.org](http://www.nmerb.org). Some reports are prepared on a quarterly basis, while others may be monthly or annually. Many of ERB financial reports are prepared on a fiscal year basis; ERB's fiscal year runs from July 1 to June 30.

ERB's Comprehensive Annual Financial Report (CAFR) is located under the *Publications* link. The CAFR provides detailed information on ERB's financial statement and actuarial valuation report. The Government Finance Officers Association has recognized ERB's CAFR for outstanding achievement in reporting for the last two years.

ERB fund investment reports are located under the *Investment Information* link. Here you can access ERB's monthly investment flash reports and quarterly investment reports on private equity, real estate, and natural resources investments. These reports are posted as they become available.

ERB's Investment Committee meets on a monthly basis while the Board of Trustees meets every other month. Meeting agendas and minutes are posted on the website under the *Board and Management* link and then in *Board Meeting Minutes*. All board meetings, as well as committee meetings, are open to the public. The meeting announcement is always posted on ERB's homepage under *News Headlines* one to two weeks prior to the scheduled meeting. Regularly scheduled Board or Committee meetings are also posted on the NMERB Events block on ERB's homepage.





# How do I...

ERB receives approximately 350 phone calls and 20 emails each day from members inquiring about various retirement issues. For those of you with internet access, most of the answers you're looking for can be found on our website, [www.nmerb.org](http://www.nmerb.org). Below is a list of Frequently Asked Questions that may help you in the future.



Most answers to your questions can be found at one of the above displayed links from the ERB website, [www.nmerb.org](http://www.nmerb.org).

## How do I change my address?

You can complete a Change of Address form from our *Download Forms* link on our website or simply write us a note with your new address, the last four digits of your SSN, date and signature and mail or fax it to the ERB. (See phone and fax numbers on right.)

## I recently changed banks/accounts, what do I need to do?

You must complete a new Authorization Agreement for Direct Deposit Services form from our *Download Forms* link. If you don't have internet access, call us and ask for a form to be mailed or faxed to you. (See phone and fax numbers on right.)

## I need to have more/less taxes deducted from my retirement benefit.

You must complete a new State and Federal Tax Deduction Form from our *Download Forms* link. If you don't have internet access, call us and ask for a form to be mailed or faxed to you. (See phone and fax numbers on right.)

## I'm ready to retire, what do I need to do?

Go to your employer's human resources office and ask for a retirement application. You may also print one from our *Download Forms* link on our website.

## How much will my retirement benefit be if I retired at the end of this year?

Log into your ERB account through our website, [www.nmerb.org](http://www.nmerb.org), and use the benefit estimator. Enter a retirement date and the estimator will calculate your benefit based on the wages and service your employer has reported to ERB.

## I submitted my retirement application on time and I haven't received my final documents yet.

You can expect your final retirement documents about 30 days prior to your actual effective date of retirement.

## I can't log into my ERB account.

You must first register and create an account before you can utilize the services. Follow the instructions in the Member Tutorial. If you're still getting an error message, call ERB to verify that your information is correct. If you're still having problems, ask for a member of our IT Department. (See phone and fax numbers on right.)

### ERB Mailing Address:

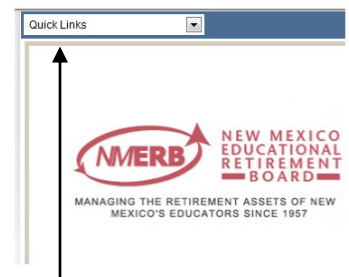
PO Box 26129  
Santa Fe, NM 87502

### ERB Fax Number:

(505) 827-1855

### ERB Toll Free Number:

1-866-691-2345



More topics can be found on our *Quick Links* located on the top left corner of the ERB website, [www.nmerb.org](http://www.nmerb.org).





## ERB's CFO Earns Certification

The Educational Retirement Board is proud to announce that its Chief Financial Officer (CFO), Robert Westervelt, recently earned a Certified Fraud Examiners certification from the Association of Certified Fraud Examiners (ACFE). ACFE members are experts in fraud detection, prevention and investigation. This certification is considered a high achievement in Business, Accounting, and other related fields.



Mr. Westervelt passed a series of exams that focused on the four major disciplines that comprise the fraud examination body of knowledge: Fraud Prevention and Deterrence; Fraudulent Financial Transactions; Fraud Investigation; and Legal Elements of Fraud. The ACFE is the world's largest antifraud organization and premier provider of anti-fraud training and education.

As CFO, Mr. Westervelt oversees ERB's accounting and procurement functions, including processing all member wages and contributions reported by all of the ERB employers statewide. ERB proudly congratulates Robert Westervelt for his achievement. For more information on the ACFE, visit [www.acfe.com](http://www.acfe.com).



1-866-691-2345 (toll free)  
www.merb.org

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