

ATTACHMENT VIII-F

ATTACHMENT VIII-F: Appointment of IMRF Authorized Agent

Suggested Motion: Approve the Appointment of IMRF Authorized Agent for the District

Recommended Action: Approve as presented.

Attached is IMRF Form 2.20 to be completed by the District. Historically, the authorized agent has been the Business Manager, but in order to expedite payroll liabilities, the information for the Superintendent has been added until a Business Manager is in place.



NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 11/2013)

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME		EMPLOYER IMRF I.D. NUMBER	
AUTHORIZED AGENT'S LAST NAME	FIRST NAME	MIDDLE INITIAL	JR., SR., II, ETC.
TYPE OF GOVERNING BODY			
DATE APPOINTMENT MADE (MM/DD/YYYY)	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY)	POSITION TITLE	
<p>Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot):</p> <p>To file Petition for Nominations of an Executive Trustee of IMRF <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>To cast a Ballot for Election of an Executive Trustee of IMRF <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>X _____</p> <p>SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE DATE (MM/DD/YYYY)</p>			
CERTIFICATION			
<p>I, _____, do hereby certify that I am _____</p> <p>NAME CLERK OR SECRETARY</p> <p>of the _____</p> <p>NAME OF EMPLOYER</p> <p>and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.</p> <p>SEAL _____</p> <p>SIGNATURE OF CLERK OR SECRETARY</p>			
BUSINESS ADDRESS			
All correspondence and communications with the Authorized Agent are to be addressed as follows:			
NAME (IF DIFFERENT FROM ABOVE)			
BUSINESS ADDRESS			
CITY STATE AND ZIP + 4			
DAYTIME TELEPHONE NO. (with Area Code)		ALTERNATE TELEPHONE NUMBER (with Area Code)	
FAX NO. (with Area Code)		EMAIL ADDRESS	

Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

www.imrf.org