

**MEMORANDUM**

TO: CITY/TOWN CLERKS

FROM: ROBERT L. RUST, ADMINISTRATIVE DIRECTOR

RE: OUTDATED FORMS

DATE: MAY 17, 2006

The retirement system office is still receiving old outdated forms from municipalities. Please make sure you use the new updated forms and destroy the old forms. If you need new forms, please call or fax the retirement system's office and we will send these to you. Please be aware that the updated forms may have very important information and/or changes that are not on the old forms.

If you are not sure if you have correct forms, please call us and we will clarify what forms you need.

**EFFECTIVE IMMEDIATELY, THE RETIREMENT SYSTEM WILL NOT ACCEPT ANY OUTDATED FORMS. OUTDATED FORMS WILL BE RETURNED, RESULTING IN A DELAY UNTIL OUR OFFICE RECEIVES A COMPLETED CORRECT FORM.**

Should you have any questions, please feel free to contact this office.

RLR/ss  
Enclosures