



# PSPRS Local Board Newsletter

"Yesterday is history. Tomorrow is a mystery. And today? Today is a gift.  
That's why we call it "The Present." - Babatunde Olatunji

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The training seminars in Phoenix have been very effective in providing information to participating local board members.

Our web site now has available the Video Training Library material for your use if you are unable to travel for one of our training sessions or if you want to supplement your knowledge with a refresher course. You can get the same presentation material from our live events presented via QuickTime web video, available for streaming or download. The quality is excellent and it's an easy method for busy board members to keep current on our information and procedures.

Local Board tutorials currently include, "Responsibilities of the Local Board," "Disability Retirements," "DROP," and "The Open Meeting Law."

Find them on line at [www.psprs.com](http://www.psprs.com)

- Click on "local board training"
- Click on "local board training presentations"

Each link on the PSPRS website takes you to a user friendly display which will automatically prompt you to install the needed software elements. These videos are viewable though all major internet browsers including Internet Explorer, Firefox, and Safari. QuickTime player is required to view these videos. Please consult with your IT department before beginning the install process. Different streaming sizes are available to work with your internet speed. DVDs will be made available soon. Please visit our training page for more information;

[http://www.psprs.com/Admin\\_Training/Video\\_local\\_board\\_training.htm](http://www.psprs.com/Admin_Training/Video_local_board_training.htm)

## SCHEDULE OF UPCOMING LOCAL BOARD TRAINING

These meetings are held at the PSPRS office (\*unless otherwise indicated). For those not able to attend, the most popular topics will be offered again in the near future. Check our website and this newsletter for more information.

If you would like to sign up for one of the following Local Board seminars, send an e-mail to [don@psprs.com](mailto:don@psprs.com).

<u>Date</u>	<u>Time</u>	<u>Topic</u>
1/20/09	10 AM to 12 PM	Contributions, Buybacks, and Transfers
2/11/09	9 AM to 4 PM	Southern Region Local Board Conference
3/16/09	9 AM to 4 PM	*To be held at 255 W. Alameda, Tucson, AZ CORP Local Board Conference



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## UPCOMING LOCAL BOARD SEMINARS

The seminar in January is designed to help your payroll department and human resource staff members who handle our benefits process. Please forward this newsletter to any staff members who would benefit. They will need to sign up via email at [don@psprs.com](mailto:don@psprs.com).

The next all-day seminar for Local Board personnel in the southern region of the state will be on February 11, 2009. The location for the class is 255 W. Alameda, Tucson, AZ. (Tucson City Hall). We will start at 9 am and conclude at 4 pm. If you live in Southern Arizona and would like to visit with Public Safety Personnel Retirement System, please attend. If you would like to sign up for this Local Board seminar in Tucson, send an e-mail to [don@psprs.com](mailto:don@psprs.com).

We will **NOT** provide breakfast or lunch.

Don Mineer – Local Board Training Coordinator

## A MESSAGE FROM THE PSPRS BENEFITS DEPARTMENT BENEFITS FAX # 602-296-2369

To Local Board Support Staff:

Retirees who need to update their name, address, tax withholdings, direct deposit, or beneficiary information are required to submit these changes on the appropriate retirement forms by the 10th of the month for the month they want the change to take place. We will accept them by mail or fax. Changes received after the 10th will be processed the following month. This information was printed on the November and December checks and direct deposit notices. We will continue to print this announcement for the next several months. We will no longer accept requests that are not on the appropriate official form.

## CORRECTED CORP BENEFITS CALCULATION FORM C11:

On December 17, 2008, we became aware of an error on our benefit calculation sheet for Dispatchers with Ordinary Disability. Part of the formula was missing. The calculation should read, "Line C x 50% x years of credited service / 25", for dispatchers.

We have corrected the error and posted it to our website. Please use the corrected spreadsheet and/or individual form that is now dated 12/2008. We apologize for the error. If you have any questions, please contact Joann Lowey or Bonnie Brown in the Benefits Department.



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## FORMS

As a reminder, please use the new forms and spreadsheets dated 9/2008 in upper right corner. Forms received after January 1, 2009, that are not dated 9/2008 will be sent back to the Local Boards for non-compliance.

Please note we have revised the "U3 Lump Sum Distribution" form again. The new form is dated 12/08. We have removed the option to rollover non-taxable distributions. The special tax notice was also updated to reflect this change. We apologize for any inconvenience this may have caused.

## PENSION PROTECTION ACT OF 2006 TAX CREDIT PROGRAM

Retired members may receive a flyer that describes a program called "HELPS." The flyer indicates that the member needs to contact their retirement office in order to take advantage of this program that offers up to a \$3,000 credit for their taxable income. This information is incorrect.

There is a program under section 845 of the Pension Protection Act (PPA) of 2006 which allows for up to \$3,000 of qualified insurance premiums to be excluded from taxable income for Public Safety Officers. However, the members do not apply for the credit through our office. Members apply for it on their individual federal tax forms.

The forms the member needs to use for this credit are IRS form 1040, line 16b, or IRS form 1040a, line 12b. The IRS 1040 form will contain a special code for the member to indicate that they are electing to exclude the medical premium payments from their taxable income. The member must reduce the taxable amount on line 16b of the 1040 form by the amount of the exclusion and enter 'PSO' next to that line. If they use the 1040A form, the line is 12b and they would still enter 'PSO' next to the line.

## A MESSAGE FROM THE ACTIVE MEMBERS SERVICES DEPARTMENT ACTIVE MEMBER FAX # 602-296-2368

The retirement plans managed by PSPRS (Public Safety, Corrections Officer, and Elected Officials) do not allow members to borrow against their contribution balances. A member who terminates employment may be eligible for a refund. The refund would include all contributions because members may not take a partial refund and would extinguish their account. Should the member refund and return to work under one of the three PSPRS plans, their service time would start from the new membership date. The member would not have any prior service; however, the service time included in the refund would be available for the member to purchase.



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Please note we have revised the "U3 Lump Sum Distribution" form for refunds. The new form is dated 12/08. We have removed the non-taxable rollover option. The special tax notice was also updated to reflect this change. We apologize for any inconvenience this may have caused.

### LEGAL DEPARTMENT UPDATE

In December PSPRS welcomed Shannon Hatch and Cheryl Kilcline to the office in the Legal Department as Judy North has officially retired. If you have questions regarding Domestic Relations Orders or other division of benefit issues pertaining to your members, please contact Shannon or Cheryl at the main number. Their email addresses are on our website as well.

### STAFF PROFILE – DELLA HIEB – BENEFITS DEPARTMENT

Della came to the Benefits Department in October 2006, and works with normal and disability retirements, death and survivor benefits for PSPRS and CORP, plus DROP retirements. A native of Wisconsin, she was a counselor and Benefits Specialist in the State of Wisconsin Retirement System for 23 years before she and her husband moved to Phoenix. She enjoys working in Benefits and with everyone in PSPRS while learning this "new" system.

### STAFF PROFILE – CONNIE VASQUEZ – ACTIVE MEMBER DEPARTMENT

Connie Vasquez moved to Phoenix in March, 2005 from San Diego, CA where she worked for San Diego County Employees Retirement Association for 10 years. She started working for PSPRS in August 2006 in the Active Department processing refunds, contributions and answering member's inquiries. She feels very fortunate to be working at PSPRS and says it has been a very rewarding and interesting experience in her life.