

Pension Note Requirements (GASB #25)

TFFR receives requests at the end of each fiscal year from various accounting firms requiring the dollar amount of contributions reported and paid by a school district. The information is located on the final fiscal year-end employer summary report provided to school districts each August. On the final page of the summary report (employer totals section), the dollar amount of the contributions reported and paid is documented.

Since this documentation is provided to the school district on a fiscal year basis, the requests will be referred to the individual school district(s).

Your 2010-11 Employer Summary Report and a copy of the GASB #25 Disclosure Statement was recently sent to every TFFR employer. Please review the report for accuracy.

New Member Reporting Requirements

A [Member Action form](#) must be completed when a participating employer hires a new teacher. The form is also required if you rehire a teacher after a break of one year or more in employment with your school district. This form provides TFFR with important information including the member's legal name, social security number, birth date, current mailing address, and beneficiary information. Designating a beneficiary(ies) allows the member to direct payment of survivor benefits in the event of the member's death.

This form should also be used to notify TFFR of the following:

- A change in name or address
- An update to the designation of beneficiary
- Taking or returning from a leave of absence

If we don't receive the Member Action form within thirty days from the date the member is first reported to TFFR, the employer may be assessed a \$250 penalty for late reporting.

We have recently updated the Member Action form, so please discard any old versions and use the 8/11 version. The link to this form on TFFR's website is at the beginning of this article.



Employing Retirees in Critical Shortage Areas

In addition to the "General Rule," retired teachers may also return to TFFR covered employment in an approved "Critical Shortage Area" (CSA) without losing retirement benefits. If retired prior to January 1, 2001, no waiting period is required. However, if the TFFR retirement date is after January 1, 2001, a one-year waiting period is required. Only non-contracted substitute teaching may be performed during the waiting period. The CSA exception must be requested each year by completing a [Retired Member Employment Notification form](#).

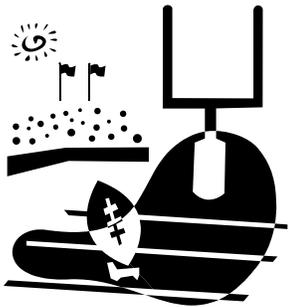
The critical shortage areas are determined each year by the Education Standards and Practices Board (ESPb). For the 2011-12 school year, all subject areas are deemed critical except elementary education and physical education. A critical shortage area exception may also be requested based on geographical area.

Report Card Highlights

The June 2011 edition of the [Report Card newsletter](#) was recently published and can be viewed on our website. The newsletter contains the following:

- **Funding Improvement Legislation**
This includes details regarding the increase in TFFR contribution rates and changes to member benefits.
- **Benefits Counseling Sessions**
Help us market this program by encouraging your teachers to attend a benefits counseling session to discuss TFFR benefits and other retirement concerns. *Please note that the counseling session in Cooperstown has been cancelled.

ARE YOU READY FOR SOME



FOOTBALL?!

Reminders

- ☺ Please submit a [Notification of School District Changes form](#) if there are any changes in contact information (i.e. superintendent /business manager) or demographic information.
- ☺ If you are employing a new teacher or have teachers with a change in name or address, TFFR will need a new [Member Action form](#).
- ☺ If you have employed a TFFR retiree, please make sure to complete the TFFR [Retired Member Employment Notification form](#). This form must be completed each year a retiree is employed and submitted to TFFR no later than 30 days after employment begins.
- ☺ For updated forms, please visit our website: <http://www.nd.gov/rio> or contact our office. Please discard outdated forms.

HAVE A GREAT 2011-2012
SCHOOL YEAR!