



New Mexico Educational Retirement Board (NMERB)
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Mary Lou Cameron
NMERB Chairperson

Jan Goodwin
Executive Director

March 30, 2020

Dear Business Officers:

We know this is a challenging time for all of us, and with the end of the fiscal year approaching we know how busy we will all become. As you are likely aware, NMERB is heading into our peak retirement season of the year. Most NMERB retirees have a July 1 effective date for their retirement. Accordingly, "Authorized Officials," who are largely working remotely or at home **may sign, scan, and electronically submit employer certification pages to either their district business office or to the retiring member.**

We request that employers who are submitting the entire 2-page application on behalf of their retiring employees mail the completed application to: 701 Camino de los Marquez, Santa Fe, NM 87505. If the employer only has the certification page (2 of 2), we request that you transmit this to the member, so that the member can send us the entire completed application.

Be assured that while we, too, adjust to working remotely, we continue to strive to serve our membership fully, and continue to be full available to our employers by phone and email for confirmation of wages, dates of employment, or any other needs.

Should you have any questions, please email us at Member.Help@state.nm.us.

Sincerely,

Monica Lujan
Director of Member Services

701 Camino De Los Marquez Santa Fe, NM 87505-0129 / member.help@state.nm.us