

# NMERB

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Dear Payroll and Human Resources Staff,

NMERB official communications with our employers, also known as Local Administrative Units (LAUs), is handled through several channels. This edition is dedicated to communication.

**NMERB communications:** We send out official notifications and newsletters to employers throughout the year through [nmerb.lauhhelp@state.nm.us](mailto:nmerb.lauhhelp@state.nm.us) and Constant Contact. These communications are the mechanisms through which we share legislative changes, rule updates, and process changes with you. It is important that we have your contact information up to date at all times so that you do not miss out on important information that may impact your reporting.

**Revised Authorized Signature form\*:** With input we've received from you, we have revised this form. It now has one signature per person with check boxes for all potential items that they will sign for. This form is required to be printed on your employer letterhead and the original mailed to the address above.

**Revised Contact Update form\*:** Please ensure that each person listed on this form has an email address and a phone number with extension. You will notice that we've removed the IT Contact from this form, we no longer need this information. This form is page 2 of the form above.

\*Every year new forms are required from all employers. In the past the forms were due in February, however this year we have moved the due date to the end of July to better serve you by fiscal year. If you have a change in staff throughout the year that affects the positions reflected on these forms, updated forms are required to be submitted. These forms are now available on our website through the Employers tab.

**Revised Employee Data Form:** This form has been revised to include the Return to Work option for NMERB retirees of Earning Less than \$15,000, reported as **RE**. Please remember that non-retired long term substitutes are Regular members, make contributions, and are reported as **LT** or **LU**. This form is now available on our website through the Employers tab.

**Questions or comments on this topic?** [nmerb.lauhhelp@state.nm.us](mailto:nmerb.lauhhelp@state.nm.us)



## Upcoming Newsletters

Frequently Asked Questions

### Tips:

#### Constant Contact

Did you know that if you unsubscribe to Constant Contact from any source, it also unsubscribes you from NMERB's Constant Contact? We are not allowed to add you back in unless you contact us. To re-subscribe please contact us through the email at the bottom of the page.

**The revised Contact Update and Signature Authorization forms** are now available on our website. Click the Employers tab in the top right corner, and scroll down to the forms. The Contact Update form is the second tab of the Excel sheet.

#### RTW Status

Need to know the RTW status of an NMERB retiree? Send their name and last four of SSN to the email address at the bottom of the Newsletter and request a RTW status check.

#### FY21 Contributions Rates

remain the same. There is no increase in contributions for FY21.