

# Special Retirement Deadline Extension Due to Hurricane Wilma

As a result of Hurricane Wilma, some newly hired FRS-covered employees with plan choice deadline dates of October 31, 2005 may have been prevented from filing timely elections. On an exception basis only, qualifying members who provide the State Board of Administration of Florida (SBA) with certification that they could not make an election by their October 31 deadline may be granted an extension.

## **Request for Enrollment Deadline Extension Form**

The SBA will require each member and his or her employer to sign and return a Request for Enrollment Deadline Extension Form (see attached) attesting to the fact that:

1. The member could not make an election timely due to living in a county designated by the Federal Emergency Management Agency as a federally declared disaster area;
2. The member attempted to make an election prior to the deadline but was prevented from doing so; and
3. The employer authenticates the home address of the member.

## **Approval**

Upon the SBA's review and approval of the certification form, the member will be notified of his/her extended deadline period. If the member enrolls in the Investment Plan during this extended deadline period, contributions from the date of hire until the Investment Plan effective date will be paid at the blended contribution rate. From the effective date forward, contributions will be paid at the full Investment Plan contribution rate. If the member has past service in the FRS Pension Plan, the present value of this Pension Plan service will be transferred to the Investment Plan.

## **Other Affected Employees - Employees Hired in July, August, September or October 2005**

Retirement Choice Kits for FRS members hired in July, August, September or October 2005 may have been lost due to the storms. If any of your new hires did not receive their kits, they may contact the MyFRS Financial Guidance Line (1-866-446-9377) to request a replacement kit. Please remind these members that their enrollment deadline is the last business day of the 5<sup>th</sup> month after their month of hire and let them know that they may enroll by submitting an enrollment form (available on MyFRS.com). Alternatively, they can request a PIN through the toll-free MyFRS Financial Guidance Line or through MyFRS.com. Upon receiving a PIN, a member can enroll on the phone or via MyFRS.com.

## **Pension Plan Retiree Checks**

If your retired employees have contacted your office regarding their October Pension Plan benefit checks, please inform them that the checks were delivered as in past months to their mailing address on file with the Division of Retirement. If there was no mailbox at the normal delivery site due to Hurricane Wilma, their checks will be held at the local post office and may be picked up under general delivery at their convenience. You might also suggest that these retirees complete a "Direct Deposit Form" to prevent any future payment delays.



**REQUEST FOR FLORIDA RETIREMENT SYSTEM (FRS)  
ENROLLMENT DEADLINE EXTENSION  
DUE TO HURRICANE WILMA**

The parties to this certification, \_\_\_\_\_ (employee's name), and  
\_\_\_\_\_ (agency representative), certify the following:

1. I, \_\_\_\_\_ (employee's name), attempted to make an FRS election prior to my October 31, 2005 deadline, but was prevented from making a timely election due to living in a county that has been declared a federal disaster area. I live in one of the following counties (please circle): Brevard, Broward, Charlotte, Collier, DeSoto, Glades, Hardee, Hendry, Highlands, Indian River, Lee, Martin, Miami-Dade, Monroe, Okeechobee, Osceola, Palm Beach, Polk, St. Lucie, and Sarasota Counties.
2. I understand that a one-time enrollment deadline extension, based on conditions described in paragraph 1, MAY NOT be construed to imply either a waiver of any other requirements set out in Florida Statutes or in administrative rules, or a future waiver of deadlines.
3. I understand that I can find a description of my rights and responsibilities under the FRS Pension Plan and the FRS Investment Plan in the respective Summary Plan Descriptions, available through the MyFRS Financial Guidance Line (1-866-44-MyFRS) or at MyFRS.com.
4. I, \_\_\_\_\_ (agency representative), have verified the home address listed below for \_\_\_\_\_ (employee's name) and it corresponds with the home address we have in our agency's records.

In Witness Whereof, each party has affixed his signature below.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Social Security Number

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Home Address

\_\_\_\_\_  
Work/Home Telephone Number

\_\_\_\_\_  
Certified by

\_\_\_\_\_  
Date

\_\_\_\_\_  
Agency Name and Number

\_\_\_\_\_  
Agency Phone/SUNCOM

**Mail or fax certification to:**

FRS Enrollment Deadline Extension Request  
State Board of Administration of Florida  
P.O. Box 13300  
Tallahassee, FL 32317-3300  
Fax: 850-413-1489

<sup>1</sup> Designated by the Federal Emergency Management Agency as a federally declared disaster area as a result of Hurricane Wilma (Disaster Summary For FEMA-1609-DR, Florida).