



## State of New Jersey

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**TO:** Certifying Officers, All Funds

**FROM:** New Jersey Division of Pensions & Benefits (NJDPB)

**SUBJECT: Important Notification to Employers Regarding NJDPB Forms**

This letter addresses the importance of accessing the most current versions of NJDPB forms to assure the proper submission and prompt processing of transactions with the NJDPB. While many employer and member actions are possible, or required, through the Employer Pensions and Benefits Information Connection (EPIC) or Member Benefits Online System (MBOS), in cases where printable forms are permissible, employers and members must use the most recent versions of the printable forms. The submission of obsolete versions or forms with online requirements will be rejected and returned for proper member and/or employer compliance.

It has come to our attention that NJDPB forms, including outdated and obsolete versions, are being hosted on some employer websites. Unless the employer's website is consistently updated with the most current forms, the employer can inadvertently convey out-of-date and inaccurate information or create processing delays from rejected forms. Therefore, employers should refrain from hosting official NJDPB forms on their own websites and instead refer staff and employees to the Forms and Publications page of the official NJDPB website to obtain the most up-to-date versions of our accepted forms: <https://www.nj.gov/treasury/pensions/publications-list.shtml>

Employers should also advise their staff and employees that in addition to forms with online submission requirements, any form with an electronic option should be submitted whenever possible via MBOS or EPIC. Online submission of forms provides valuable benefits to both employers and members, including increased processing efficiency, enhanced security, and ease of use.

Thank you for your attention to this important matter.