

CERTIFYING OFFICER LETTER TO EMPLOYERS — September 1, 2016

TO: Certifying Officers and Supervisors of Certifying Officers

FROM: NJ Division of Pensions and Benefits

SUBJECT: Renewal Required for Annual Membership Certification Required under Chapter 52, P.L. 2011

The attached [Certifying Officer Letter](#) is official notice to Certifying Officers and Supervisors of Certifying Officers that it is time to renew the Annual Membership Certification as required under the provisions of Chapter 52, P.L. 2011.

The Certifying Officer and Supervisor of the Certifying Officer are both required to complete the Chapter 52 Annual Membership Certification, which is available as an online application in the Employer Pensions and Benefits Information Connection (EPIC). All certifications must be completed no later than September 30, 2016.

Specific instructions on using the Chapter 52 Annual Membership Certification online application are contained in the Certifying Officer Letter.

CERTIFYING ENROLLMENTS

Certifying Officers and Supervisors of Certifying Officers should verify that all training in enrollments — as required under Chapter 52 — has been completed and that all enrolled persons are eligible for membership in the retirement system in accordance with the statutes and regulations of the retirement system prior to certification.

Please note: It is important that the Certifying Officer's and Supervisor's e-mail addresses are kept current with the Employer Pensions and Benefits Information Connection (EPIC) to assure the accurate and timely delivery of this information. Update your information using the Employer Demographics application in EPIC.

If you have questions or concerns about the content of this message, contact the Division of Pensions and Benefits at: pensions.nj@treas.nj.gov or go to: <https://www.state.nj.us/treas/pensions/pensionmail.shtml>