



State of New Jersey  
DEPARTMENT OF THE TREASURY  
DIVISION OF PENSIONS AND BENEFITS  
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[www.state.nj.us/treasury/pensions](http://www.state.nj.us/treasury/pensions)

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May 23, 2007

**TO:** Certifying Officers — Teachers' Pension and Annuity Fund,  
Public Employees' Retirement System &  
Police and Firemen's Retirement System

**FROM:** Peter Groffie  
Supervisor, Audit Billing Section  
Division of Pension and Benefits

**SUBJECT:** Procedural Change — Submission of payments through the  
Lockbox.

Effective immediately, submission of payments through the lockbox are restricted to 99 shortage statements per check. Should the submission exceed this amount, the check and shortage statements will be returned for corrective action and must be resubmitted, delaying posting of the contributions to the member's accounts.

Thank you in advance for your cooperation.