

December 8, 1998

[Address lines -- Click here]

Dear Disability Retiree:

As you know, every disability retiree is required to file an Annual Statement of Earned Income with the Public Employee Retirement Administration Commission on or before April 15 of each year. We are sending you this letter in order to remind you of your upcoming filing requirements and responsibilities, and to assist you with this filing.

On or about February 15, 1999, the COMMISSION will send you your 1998 Annual Statement of Earned Income with a return envelope, together with instructions and a list of questions and answers, which will assist you in preparing the form. Please take time to read all the documents prior to filling out your form. If you have changed your address, please notify this office as soon as possible by contacting Ms. Sandra Jones at the above address or by calling (617) 666-4446, extension 947.

**THIS FORM MUST BE FILED TIMELY. IT IS DUE BY APRIL 15, 1999. FAILURE TO FILE THIS FORM, TIMELY AND/OR COMPLETELY, WILL RESULT IN YOUR BOARD BEING NOTIFIED TO SUSPEND YOUR RETIREMENT ALLOWANCE. THE COMMISSION WILL NOT SEND REMINDER NOTICES.**

The form is basically the same as last year. It contains a series of questions. Some of the questions when answered "yes" require that you attach copies of certain federal tax documents. Therefore, be sure to keep a copy of your Federal Income Tax Return, when it is prepared.

If your Federal Income Tax Return will not be filed by April 15, 1999, as a result of your requesting an extension of time to file, it is incumbent upon you to submit a copy of that extension with your Annual Statement of Earned Income. This will prevent you from having your benefits suspended. It is then your responsibility to forward to the Commission a copy of your federal return as soon as it is prepared. Also, please make certain that you keep a copy of your completed Statement of Earned Income form for your records.

Sincerely,

Joseph E. Connarton  
Deputy Executive Director