



# Illinois Department of Insurance

December 1, 2009

## The Siren

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## **NEW WEB BASED ANNUAL STATEMENT FILING SYSTEM**

The Department of Insurance will be releasing a new web based annual statement filing system January 6, 2010. The new web based system will *replace* the current PASS annual statement filing system. Funds will be unable to submit annual statement filing information between December 31, 2009, and January 6, 2010.

### **Benefits of the New Filing System**

- The new web based system will provide increased flexibility and more manageable personnel access.
- Local software will no longer be required: All data will be maintained on the Department of Insurance's database.
- All financial information, participant information and interrogatories will be completed online.
- The new system will continue to accommodate third party software currently used by some pension funds.

### **The Role of the Security Administrator**

The Security Administrator is an individual selected by the pension fund's board of trustees who will be responsible for approving or denying each individual's, or user's, access to the filing system and information therein. For access to the new web based system, each pension fund must first choose one and only one Security Administrator. Information regarding the Security Administrator must be entered on the Department of Insurance's website. Due to the level of responsibility assumed by the Security Administrator, the enclosed "[Security Administrator Authorization Form](#)" must be completed by the pension fund and mailed to the Public Pension Division. Upon receipt of the authorization form, the Public Pension Division will designate the listed individual as the fund's Security Administrator.

Each individual requiring or requesting access to a pension fund's annual statement filing information must register on the Department of Insurance's website as a "new user". The Security Administrator for the pension fund must then approve or deny the individual's authorities. The user's permissions ("view" or "update"), the information

accessible to the user, and the dates of accessibility will be assigned by the Security Administrator. Only individuals given "update" permission for the applicable dates may enter data into the filing system.

### **Changes to the Filing System**

The financial, participant and interrogatory sections of the annual statement will be incorporated into one filing in the new web based system. These three sections of the annual statement must be completed before the filing may be submitted. Once the filing has been submitted, the Certification Form (Signature Sheet) may be printed. As with the current PASS filing system, an original Certification Form must be mailed to and received by the Public Pension Division before an annual statement filing is considered complete. Upon receipt of the completed, original Certification Form, the Public Pension Division will calculate the Actuarially Determined Tax Levy. The Actuarial Valuation Balance Sheet and Actuarially Determined Tax Levy will no longer be mailed to the fund. The report will only be available online.

Each time a pension fund amends its annual statement filing, a new Certification Form must be completed and mailed to the Public Pension Division.

### **Information Affected by Changing the Filing System**

Any annual statement information submitted via the current PASS filing system prior to December 31, 2009, will be converted to the web based filing system. If the financial information, participant information and interrogatory sections have not been submitted and accepted prior to December 31, 2009, the annual statement filing will not be considered accepted as of January 6, 2010. Funds must complete and supply the remainder of the information via the web based system on or after January 6, 2010.

### **Public Pension Division Contact Information**

\*\*Effective January 6, 2010, the Public Pension Division's website and e-mail address will change.

New website address: <https://insurance.illinois.gov/Applications/Pension>

New e-mail address: doi.pension@illinois.gov

Mailing Address: Illinois Department of Insurance  
Public Pension Division  
320 West Washington Street  
Springfield, Illinois 62767-0001

Telephone Number: 217-782-7542 or 1-800-207-6958.

# SECURITY ADMINISTRATOR AUTHORIZATION FORM

Date of Authorization:

Pension Fund Name:

Pension Fund Number:

\_\_\_\_\_ President, \_\_\_\_\_ Secretary,

and \_\_\_\_\_ Treasurer of the

\_\_\_\_\_ Pension Fund

Being duly sworn, each for himself deposes and states that they are the above described officers of the said Pension Fund and that the person named below is appointed as Security Administrator. The Security Administrator is responsible for assigning roles for the completion and/or viewing of the annual statement filings and for granting access to previously filed annual statement information. Any change to the designated Security Administrator must be reported to the Illinois Department of Insurance, Public Pension Division, in writing using this form or another form prescribed by the Illinois Department of Insurance, Public Pension Division.

Security Administrator: \_\_\_\_\_

Email address: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(Seal)

\_\_\_\_\_  
(Notary Public)

Mail completed form to: Illinois Department of Insurance  
Public Pension Division  
320 West Washington Street  
Springfield, Illinois 62767-0001