



# Illinois Department of Insurance

---

## INFORMATION AND DOCUMENTS REQUIRED FOR DISSOLUTION OF ARTICLE 3 (40 ILCS 5/3-144.6) AND ARTICLE 4 (40 ILCS 5/4-106.1) PENSION FUNDS

Established pension funds under Article 3 (Police Pension Fund) and Article 4 (Fire Pension Fund) of the Illinois Pension Code (Code) may, by resolution or ordinance, dissolve the pension fund. In order to dissolve, a pension fund must submit a complete dissolution package to the Public Pension Division (Division) for examination purposes [50 IL Adm. Code 4439.40]. Until a complete package and a final examination is completed by the Division, a fund is not considered dissolved [50 IL Adm. Code 4439.39]. If the package is not submitted, the pension fund must continue to meet its compliance requirements which include, but are not limited to:

1. Filing of the Annual Statement with a copy of the audited financial report;
2. Payment of the Annual compliance fee; and
3. The pension fund remains subject to examination.

Please complete and return the package along with the requested documentation by uploading the documents to the Public Pension Division using the State of Illinois Secure File Transfer Tool. The tool is located at, <https://filet.illinois.gov>. In the "Recipient" box enter: [doi.pension@illinois.gov](mailto:doi.pension@illinois.gov) and enter: 'Dissolution of the Pension Fund' in the "Message to Recipient" box.

You may also mail a copy of the completed form and requested documents to:

Illinois Department of Insurance  
Attn: Public Pension Division  
320 West Washington Street  
Springfield, IL 62767

If you have a question about the package and/or the required documentation, please contact the Pension Division at: (800) 207-6958 or [doi.pension@illinois.gov](mailto:doi.pension@illinois.gov). All Pension Division forms are available in Pass [<https://insurance.illinois.gov/Applications/Pension/Form.aspx>]. For additional information concerning pension funds please review the frequently asked question topics at <https://insurance.illinois.gov/Applications/Pension/FAQ.aspx>.

## INFORMATION REQUEST

Please answer the questions below. Please attach additional pages or a spreadsheet with explanations as necessary:

1. Name, address and contact information of the Pension fund:

---

---

---

2. Were there any members and/or participants remaining in the pension fund? If yes, when and how were they informed of the change? How will the member/participant receive their benefit?

---

---

3. When was the notice of the pension fund's intent to dissolve mailed to all former active/participants members?

---

4. Were the remaining assets transferred to the municipality? If yes, when, how, and the amount of assets. If there were no assets, please write, "no assets" and explain.

---

5. When did the municipality stop assessing a tax levy for the pension fund? If not applicable, write not applicable and please explain.

---

## DOCUMENT REQUEST – CHECKLIST

Please provide a copy of each document listed below. Please retain original copies for the pension fund's file:

- A signed, approved and dated dissolution ordinance and/or resolution [50 IL Adm. Code Part 4439.60] .
- The signed and dated Independent auditor certification [50 IL Adm. Code Part 4439.50].
- A copy of the notification that was sent to all former active members informing them of the intent to dissolve the pension fund [50 IL Adm. Code Part 4439.40].
- If applicable, notices to retirees and beneficiaries informing them of the change and providing them with payment information.
- Verification of the transfer of assets to the municipality, if applicable.
- Verification of the transfer and acceptances of liability by the municipality/another pension, if applicable.

If the dissolution relates to a fire department in which a territory was annexed the pension fund must also provide:

- Copies of all signed agreements.

### **For informational purposes: Section 4439.50 Requirements of Independent Auditor Certification**

- a) Prior to the corporate authorities of a municipality dissolving the pension fund by resolution or ordinance, an independent auditor must certify to the authorities that the pension fund has no liabilities, no participants and no beneficiaries, and no deferred pensioners entitled to benefits currently or in the future. A copy of the independent auditor certification shall be submitted to the Pension Division within 30 days after completion of the certification. The municipality shall include with the submission to the Pension Division, if not already included in the independent auditor certification, a copy of the independent auditor's report, including, but not limited to, the information required in subsection (b).
- b) The audit shall include, but not be limited to:
  - 1) a review of the most recent annual report filed with the Pension Division;
  - 2) a review of the assets held in the name of the pension fund, recording in the audit report the assets and the current value of the assets;
  - 3) a determination of whether the pension fund has any remaining participants or beneficiaries or former members who have not received a refund;

Revised 02/14/2020

Creation date: 12/20/2019

- 4) a determination of whether the pension fund has any remaining liabilities, including a report of any remaining liabilities of the pension fund;
- 5) a determination of whether the pension fund has any former members who have received a refund, recording the individual's:
  - A) Name;
  - B) Original date of hire;
  - C) Date of termination;
  - D) Dates of any disability or service breaks;
  - E) Creditable service time in the pension fund;
  - F) Date of refund; and
  - G) Amount of refund.