Illinois Department of Insurance
The Siren

Toll Free 1-800-207-6958 Fax 217-557-8491

Bruce Rauner
Governor

James A. Stephens
Acting Director

Bulletin Bulletin **Bulletin** Bulletin Bulletin

TO : Retirement Systems & Pension Funds Established Under the Illinois Pension Code

FROM : Illinois Department of Insurance Public Pension Division

DATE : February 4, 2015

RE : New Public Pension Annual Statement System Features

The Department of Insurance (“Department”) has added two new features to the Pension Annual Statement System (“PASS”) effective February 4, 2015. We encourage all Funds to take advantage of the new enhancements.

1. **Document Submissions**

   The following documents may now be filed electronically with the Public Pension Division (Division) via the Pension Annual Statement System:

   - Investment Policies.
   - Investment Advisor/Consultant Agreements.
   - Investment Custodian Agreements.
   - Rules and Regulations.
   - Independent Actuarial Valuation Reports.
   - Independent Financial Reports.

   Independent Actuarial Valuation Reports (if applicable) must be filed with the Division by all Funds and Systems as required by the Illinois Pension Code. Investment Policies, Investment Advisor/Consultant Agreements and Investment Custodian Agreements are required by statute to be filed with the Division by Downstate & Suburban Police and Firefighter Funds. Independent Financial Reports and Rules and Regulations can be filed with the Division at the discretion of the Fund or System.

   Each Fund or System also retains the option to file documents with the Division by e-mail at doi.pension@illinois.gov or by mail. To submit a document through PASS, the submitter must have valid “Fund Update All” and/or “Fund View All” permissions for the Fund or System for which the document is to be provided.

To submit a document:

- Log in to the Pension Annual Statement System.
- Go to Filings and use the drop down menu to select “Document Submissions.”
- Complete the fields on that page, making sure to select the appropriate document type and System or Fund.
- Click “Upload Document.”

A list of all documents submitted for the selected System or Fund will be listed in a table on that page. To change information or to delete a submission, click on “Select” next to the appropriate document.

If changing the “Fund Assigned to Document”, the “Document Type” or the “Data As Of Fiscal Year End Date”, make sure to click on “Save” after the changes have been made. The “Document Name” cannot be changed after uploading.

If deleting a submission, click on “Delete”. As a safety precaution, you will be asked if you are sure you want to delete the record. Please note that no changes or deletions are allowed by PASS after the Public Pension Division has marked a document as reviewed.

2. **Current Board Trustee Updates**

Current board member information may now be updated at any time via the Pension Annual Statement System. Previously, information could only be updated at the time an annual statement was filed. To submit an update, a user must have valid “Fund Update All” and/or “Fund Update Board” permissions for the Fund or System for which the current trustee information is to be updated.

The availability of current board member information is crucial to the Division’s ability to timely notify trustees of important updates. The new ability for Funds and Systems to update trustee information will help ensure we have current contact information on file.

To update current board member information:

- Log in to the Pension Annual Statement System.
- Go to Filings and use the drop down menu to select “Current Trustee Officer”.
- Choose the appropriate Fund or System.
- Click “Select” next to the trustee whose information needs to be changed or removed.
- After making changes, click “Save”.
- To delete the entire record, click “Delete Record”. As a safety precaution, you will be asked if you are sure you want to delete the record.

If you have an Annual Statement in Fund Entry (FE) status, this updated information will automatically transfer to the Annual Statement filing. This location is the only area within the Pension Annual Statement System that allows updates to current trustee information.

If you do not have an Annual Statement in FE status, this information will be updated for notification purposes and will populate the current trustee information in any new annual statements created for that Fund or System. Any annual statement that has already been submitted will retain the list of current trustees that was applicable at the time of that submission.

If you have any questions regarding this bulletin, please contact the Public Pension Division at (800) 207-6958 or doi.pension@illinois.gov.