



# ***MERS Retiree Health Funding Vehicle***

*Employer Guide*

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## Overview

This MERS Retiree Health Funding Vehicle Employer Guide is available exclusively online. In addition to saving on production costs, this allows us to make necessary changes and communicate the latest information quickly and more efficiently. This online version should replace in its entirety any previous editions you or your staff may have.

This guide is designed to assist you in your business transactions with MERS. We encourage you to make this guide available to all staff who have the responsibility of reporting information or making investment changes.

This guide is meant to be a plain language summary of the procedures and rules governing your MERS Retiree Health Funding Vehicle. The actual legal requirements are contained in the most recent versions of the Internal Revenue Code, Michigan State Law, and the MERS Plan Document. If there is any conflict between what is written in this guide and what is contained in the law or Plan Document, then the applicable law or Plan Document will govern.

## About the MERS Retiree Health Funding Vehicle

The Retiree Health Funding Vehicle helps employers set aside assets for funding their Other Post-Employment Benefits (OPEB) liability, while benefitting from MERS investments. Assets held in this 115 Governmental Integral Part Trust are legally protected from creditors and may only be used for OPEB.

### Some benefits are:

- You determine the contribution frequency and amount
- The Trust is approved through Private Letter Ruling by IRS
- Earnings on assets will reduce your long-term contributions and unfunded liability
- Funding may prevent your net OPEB obligation from becoming a significant liability on your balance sheet and contribute toward a positive credit rating

### MERS Retiree Health Funding Vehicle Employer Resources

- This Retiree Health Funding Vehicle Employer Guide
- [Regional Team Guide](#)
- [Investment Menu](#)
- [Employer Portal](#)

### Maintaining Employer Contacts

Please keep your contacts up-to-date by completing the [MERS Customer Contact Form](#) when changes occur. Updating this form will override all contact information so include all contacts even if they were listed on the current form on file.

Changes to your contact information can be done at any time and will update the information on file across all products.

## Administering the Retirement Health Funding Vehicle

### Logging into the Employer Portal

When you're ready to report, or need forms or other information, logging into the MERS Employer Portal is easy:

1. Visit [www.mersofmich.com](http://www.mersofmich.com).
2. Enter your UserID and temporary password which you received from Alerus by email.

### Two-Factor Authentication and Passwords

The Employer Portal requires two-factor authentication (2FA), where a code is sent via text or phone call to verify your identity. This extra layer of security will protect you by making it more difficult for someone to gain unauthorized access to your account.

### Resetting Your Password

Once you set up your account with 2FA, you will be able to reset your password by clicking on the "Forgot Password" link on the page where you are prompted to enter your password. You will then be prompted to enter your username. A verification code will be sent via email. On the Reset Password page, you will enter your username, the code you received via email and your new password.

### Method of Payment

Select Funding option — MERS offers the Automatic Clearing House withdrawal — the most efficient and quickest way to apply payment to your report. If you have not set this up as a payment option, and are interested in doing so, please contact MERS Service Center. MERS accepts payment by check or ACH wire transfer sent to the applicable address below:

Check:	ACH/wire transfer:
<b>Alerus Retirement Solutions</b>	<b>Alerus Financial</b>
<b>PO Box 64535</b>	<b>2300 S. Columbia Rd.</b>
<b>St. Paul, MN 55164</b>	<b>Grand Forks, ND 58201</b>

**ABA #:** 091300159

**Acct:** 50129785

**Acct Name:** MERS Contributions

**Plan Name:** *(Employer/Municipality Name)*

**Plan Number:** *(Six-digit Division Number)*

**Country:** United States of America

Once you have saved and verified your contribution, click Finish. You can save a copy of your contribution to PDF using the Print icon in the upper right corner.

## Submit Contributions

To submit contributions for the Retiree Health Funding Vehicle, follow these steps:

1. Click on **Contribution Reporting** under **Manage My Contributions**.
2. Click on **Plan ID** representing the Retiree Health Funding Vehicle PlanID link.
3. From Contribution Review screen, select from pre-loaded options: **Monthly** or **Off-Cycle**. NOTE: Employers may contribute as frequently as they want to. If you do not report contributions on a monthly basis, use the Off-Cycle report with the date you are submitting the file.

Action	Batch #	Type	Payroll Date	Imported Amount	Submitted Date	Time (CT)	Status	Userid
Select	1	Off-Cycle	05/01/2015	\$0.00			Pending	

4. Enter the payroll date for the file you are uploading (representing the time period you are reporting for).
  - Click **Entry**
  - Choose **Contributions**
  - Click **Next**

5. From the "Participants" step – if your Retiree Health Funding Vehicle plan has more than one division, you may sort by the division you wish to report for, or select all using the check boxes at the right. Click **Next**.

Number	Last Name	First Name	All Statuses	All Divisions	
000600000	Plan Name		Active	000600000	<input type="checkbox"/>
000600000	Plan Name		Active	000600000	<input type="checkbox"/>
000600000	Plan Name		Active	000600000	<input type="checkbox"/>

6. Enter the **Total** amount you are contributing across all plans, click **Save**.

Source	Total
	0.00

7. After clicking **Save**, confirm totals at the bottom, then click **Next**.

Source	Total
	300.00

8. If you are submitting for multiple divisions, the **Entry** step allows you to allocate the amounts per division, if applicable. Click **Next**.



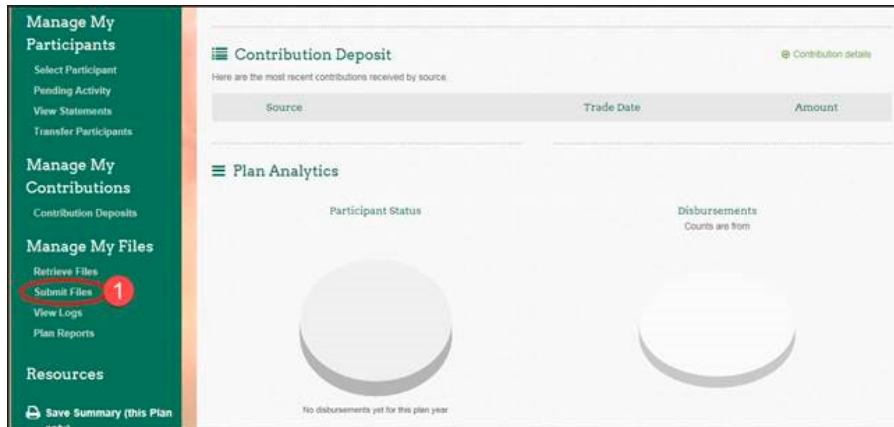
## Requesting an RHFV Distribution

There are two ways as the sponsor of an RHFV account to utilize the funds:

1. Form submission
2. Using the funds to offset a contribution report

### Submitting a Form

1. If you wish to withdrawal money out of your municipality's RHFV account, you would need to use the [Retiree Health Funding Vehicle Distribution Request form \(RH-605\)](#). This form will also ask for deposit bank account information.
2. To request this form, please contact our Service Center 800-767-6377.
3. From the Plan Summary Page, under "Manage My Files," click Submit Files.



## Investments

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By default, all assets are invested in the MERS Total Market Portfolio. Employers who wish to invest outside of the Total Market Portfolio must have an approved [Uniform Resolution](#) on file with MERS acknowledging their acceptance of fiduciary responsibility for investing their assets in compliance with Public Employee Retirement System Investment Act (PERSIA).

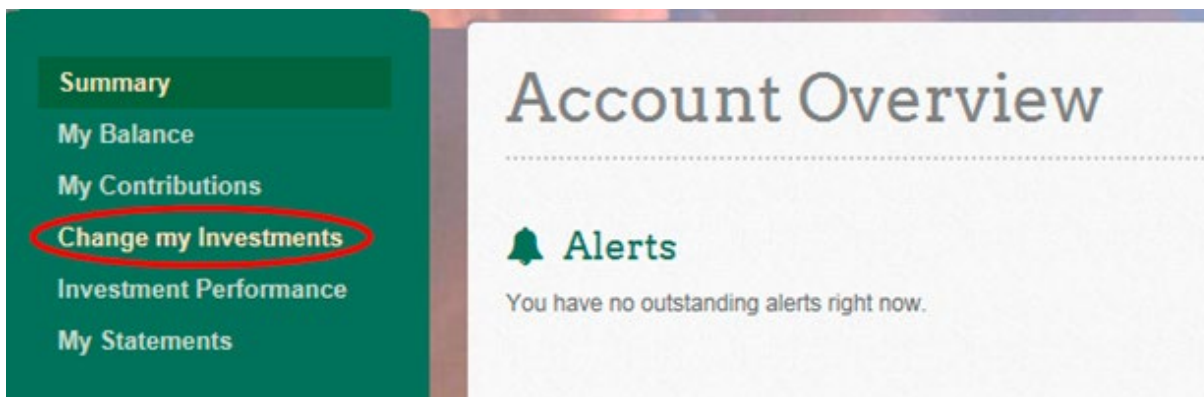
The MERS Retirement Board and Office of Investments actively choose and monitor the fund lineup and investment managers available to you. We review our investment options on a regular basis and changes are made if appropriate. If a fund is added or removed, you will be given at least 30 days notice before the change.

One of the greatest benefits provided to Retiree Health Funding Vehicle employers is our ability to “pool” assets. Pooling creates tremendous buying power and helps reduce overall fees for the program. Investment returns are calculated net of fees. For the fees associated with each fund, see the [most current applicable fund sheet](#).

### Making an Investment Change

If an approved [Uniform Resolution](#) is on file, then the designated contact named by the municipality may make investment allocation changes online through the Employer Portal. Instructions for making investment allocation changes are provided below.

1. At the landing page, choose the appropriate Plan ID for the RHFV Plan you are looking for.
2. Click on **Select Participant** under **Manage Participants**.
3. Click on **Plan ID** associated with that plan.
4. Click on **Change My Investments**.



5. Go through system-prompted steps to make changes – options include:

- Change both my future investments and current account balance
  - Change my future contribution investments
  - Change my current account balance
  - Transfer specific amounts
  - Schedule automated account realignment
-

## Privacy Policy

MERS is committed to respecting and protecting the privacy of employees and beneficiaries. MERS uses every safeguard required to keep valuable information safe from foreseeable threats and unauthorized use. MERS is constantly working to update and improve these safeguards and to provide you with security now and in the future.

MERS collects only the information necessary to administer the plan and is dedicated to protecting personal information from unauthorized use. Every reasonable precaution is taken to safeguard information.

## Disclosure of Public Records

MERS considers this information confidential, and we hold ourselves to the highest standards of trust and fiduciary duty in its safekeeping and use. MERS shares information only to the extent necessary to conduct business, or where disclosure is required under the law.

MERS updates its computer security systems regularly. Access to your information by MERS employees is limited to the extent necessary to conduct business. MERS will not sell any of your information to a third party for any reason.

In addition to the electronic, administrative, and physical safeguards MERS uses to secure your information, certain information may be protected from disclosure under Michigan and federal law. MERS complies with all federal and state laws governing disclosure of information.

This privacy policy is meant to help safeguard the personal and confidential information that we are required to collect. Any information collected under this policy will remain bound by the terms of this policy. It may be necessary to update or modify this privacy policy to ensure its effectiveness. MERS will post any substantive changes to this policy at least 30 days before the change is to take effect. Information collected after a change will be subject to the terms of the revised policy.

## Other Resources

### Employer Quarterly Statements

Employers will electronically receive a quarterly statement summarizing financial activity of the Plan at a division level. Additional information is available at any time using the [MERS Employer Portal](#).

### Financial Reporting

Assets held by employers in the Plan should be reflected with a footnote in the financial statements of the municipality. Any outstanding contributions should be reflected as payable. For further information, refer to GASB Statements #25 and #27, available from the Governmental Accounting Standards Board Order Department, (GASB) website at [www.gasb.org](http://www.gasb.org).

### Service Center

MERS Service Center offers friendly, knowledgeable, over-the-phone assistance for a wide variety of benefit questions and issues. The Service Center staff is available weekdays at 800.767.MERS (6377).

### Regional Teams to Serve You

We pride ourselves in offering excellent customer service. We have teams of specialists dedicated to specific regions in Michigan. We also work with employers to hold meetings at the work site, at times that work best for employees. Our trained staff can offer guidance.





*This publication contains a summary description of MERS benefits, policies or procedures. MERS has made every effort to ensure that the information provided is accurate and up to date. If this publication conflicts with the relevant provisions of the Plan Document, the Plan Document controls. MERS, as a governmental plan, is exempted by state and federal law from registration with the SEC. However, it employs registered investment advisors to manage the trust fund in compliance with Michigan Public Employee Retirement System Investment Act. Past performance is not a guarantee of future returns. Please make independent investment decisions carefully and seek the assistance of independent experts when appropriate.*

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