

**Subject Line: [MUNIRU Number](#) MERS Recordkeeper Transition – Voluntary
Contribution Rate Data DUE March 6, 2026**

Dear MERS Employer,

As previously communicated, Empower needs your assistance in providing current voluntary contribution rate data for employees in your plan(s).

For all employees who are currently contributing, complete and submit the attached information to Empower no later than **March 6, 2026**.

Important: If the information is not provided on time and in the correct format, your employees will be required to enter their own rates when they first log in to the participant website after the plan goes live during the week of **March 23, 2026**.

▶▶ Next Steps

- **Review the Step-by-Step Instructions**
Access the [instructions](#) regarding completion of the contribution data.
- **Access the Attached Template(s)**
- **Obtain Voluntary Contribution Rate Data**
Request a report from your current payroll vendor showing each participant’s voluntary contribution rates. If the file provided by your payroll vendor does not match the Empower template, you will need to reformat their file to match the format of the attached file template.
- **Return of the Files**
Reply to the secure email and attach the completed file.

**1 2
3 4 New Plan Number(s)**

You will need to include your new plan number in the template. Here are details of your new plan number(s):

Plan Type	Municipality #	Current Division #	NEW Plan #
457			
401a (DC)			

Additional Notes

- **New Enrollees:** For participants not currently enrolled at Alerus, you will need to enter the contribution rate on the Empower Plan Service Center (PSC) website once your plan is out of blackout.
- **Future Contribution Rate Changes:** After your file is submitted, participants must make contribution rate changes directly on the participant website (or by calling the MERS team at Empower at 833.500.6377) once the plans are live the week of March 23, 2026.
- **3-Year Special Catch-Up:** If you have participants using the 3-year special catch-up provision that you are monitoring, please note this in your email to Empower when you submit your files.
- **These secure email replies are only good for 7 days**, so please reference the most recent secure email sent to you. These will be from the sender: EmpowerMERSDeferralCollection@empower.com with a subject line of: **MUNIRU Number MERS Recordkeeper Transition – Voluntary Contribution Rate Data DUE March 6, 2026**
- **A [Guide](#) on Completing Voluntary Contribution Rate Templates**, will be available on Wednesday, February 18, 2026.

If you have any questions, please let us know – we're happy to help!