

CITY OF CORRY – POLICY

Resolution # 24-07

Policy Area: Administration	Subject: Retirees Updating Pension Info
Title of Policy: Pension – Retirees Updates	Resolution Number: 24-07
Effective Date: Immediately	
Approved Date: February 19, 2024	Approved by: Joanne M. Smith
Revision Date:	

Pension – Retirees Updating Personal Information

Section 1 – Purpose: To ensure the safety of all retired employees' personal information and confirm the identity of the retired employee requesting any changes to their information including but not limited to changes to address, phone number, email and bank accounts.

Section 2 – Policy: To eliminate any question in the identity of the retired employee and to eliminate the possibility of all fraudulent request.

Section 3 – Recommendation: The City recommends to follow the procedure whenever a request for a change to a retired employees' personal information.

Section 4 – Procedures for Retired Employees updating information:

Retired employees that reside in the Corry School District are required to make any updates to the pension in person. Retiree shall present a copy of a valid photo identification and complete any required documents.

Retired employees that reside in the Corry School District that are disabled and unable to physically make an in-person request may give written permission for a specified point of contact with city staff to hand deliver a copy of the retiree's photo identification and allow the point of contact to complete any required documents. The retiree must supply a contact phone number. City staff will call the retiree to confirm requested changes. Or the retiree may follow the procedure below for individuals that do not reside in the Corry School District.

Retired employees that do not reside in the Corry School District must initiate the request by calling the City of Corry. Required documents can be mailed or emailed to the retiree. The retiree must complete all required documents and have the documents signed and notarized by a Notary Public. Notarized documents and a copy of a photo identification must be returned to the city by mail or email.

City points of contact:

Samantha Vollentine, Executive Assistant, 814-663-7041 ext 103, svollentine@corrypa.gov
Joanne Smith, City Administrator, 814-663-0121, jsmith@corrypa.gov

Section 5 – Procedures to notify City of Retired Employees Death:

It is mandatory that a family member of a retiree inform the city of the death of the retiree or beneficiary immediately. A copy of a death certificate is required to be submitted to the city.

If in the case of a death of a retiree and there is a beneficiary. The beneficiary must follow all of the same procedures in section 4 to verify identity and submit required documentation.

Section 6 – Procedures for City Staff:

City staff must confirm identity of retiree by verifying photo identification and by confirming request by in-person or by phone conversation.

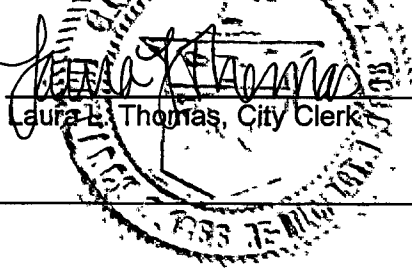
City Staff to confirm all documentation has been completed in full. All request must be reviewed, approved and signed by two staff members. The final review must be done by the City Administrator.

After final review of the City Administrator, City Staff will forward request or death certificate to Northwest Bank to update the official pension records.

If Northwest Bank has any questions or concerns they will contact the city immediately.

Adopted this 19th day of February, 2024.

Attest



Laura E. Thomas

Laura E. Thomas, City Clerk

Michael E. Baker

Michael E. Baker, Mayor