

MEMORANDUM

To: Liaison Officers

From: Kabrina Feser, Manager
Employer Services Division

Date: May 24, 2007

Subject: Policy Revision to Signature Authorization Forms (E-CARSON and Non E-CARSON)

At their March 21, 2007, meeting, the Public Employees' Retirement Board approved policy revisions to NRS 286.288 which allows Employers to designate up to three Deputy Liaison Officers. You are not required to complete a new form unless you choose to designate Deputy Liaison Officers or if your agency would like to make any changes. Attached are the revised approved forms.

If you are using E-CARSON online reporting, please complete the E-CARSON Signature Authorization form. If you are emailing your report to our office, please complete the Non E-CARSON Signature Authorization form.

These forms are accessible via the "PERS Forms" selection located on the left hand side of most PERS Web pages. After clicking on "PERS Forms", click on "Employers" to find the respective forms.

If you have any questions please contact me at (775) 687-4200 extension 272, or e-mail me at kfeser@nvpers.org.