

Retirement Board

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December 3, 2009

Dear Liaison Officers:

To facilitate the prompt processing of refund requests, retirement applications, and wage and contribution reports, we are requesting information as to the actual dates represented by your monthly wage and contribution reports for 2010. If you have *two or more pay cycles* for different employee classifications, such as classified or certified in a school district; or employees paid monthly or bi-weekly, indicate each cycle separately for each group.

We appreciate your cooperation in this matter. **Please complete and sign the attached form and return it by December 31, 2009.** We will be unable to process your 2010 reports without this information. Please mail or fax the information to us at (775) 687-4350.

We have enclosed the due dates for the monthly contribution reports and deposits for 2010.

If you have any questions, please call me at (775) 687-4200 extension 227.

Sincerely,

Cindy Yadon
Manager, Employer Services

Enclosure