


NAME & TITLE		CITY OF BALTIMORE MEMO	
AGENCY NAME & ADDRESS			
SUBJECT			

TO

DATE:

Adrian Brown, Retirement Benefits Analyst Supv.
Employee's Retirement System (443) 984-3200
7 E. Redwood St 13th Floor
RE: Employee Salary Verification Request

has applied to our office for a Service Retirement to be effective

As a requirement for determining his/her retirement benefits we need you to immediately verify that the three salaries on the enclosed printout sheet are correct. For the purpose of calculating retirement benefits, **ONLY the January 1 salaries**, which represents the employees' salaries for the highest three years of employment is applicable. If any of the January 1 salaries provided are incorrect, please make the necessary changes.

's cutoff should be processed on or before

In order to process the employees' retirement immediately after being cut-off, it is imperative that you complete and return this verification memo by

(1) Cutoff date (If different)

CERTIFIED CORRECT ACCORDING TO OUR RECORDS

Signature:

Title:

Telephone #:

Date:

A COPY SHOULD BE MADE AND RETAINED AS PART OF YOUR RECORDS.

NOTE: The inclusion of this employee in the payroll cycle is conditioned on ERS receiving a completed Salary Verification Memo from your Agency's Human Resources or Personnel representative. ERS offers no guarantee or assurance that the employee will be included in the payroll if this form is not returned to ERS by . The Salary Verification memo has been submitted to your Agency; however, a copy has also been provided to the employee for their records.

AB/ /