

Email Message – September 14, 2021

TO: Certifying Officers, All Funds
FROM: New Jersey Division of Pensions & Benefits (NJDPB)
SUBJECT: Loan Recertification Request

This email is to notify all Certifying Officers that paper *Loan Recertification Requests* for employees returning from a leave of absence with an outstanding pension loan balance will no longer be available or accepted. Employers must now submit this form electronically via the Employer Pensions & Benefits Information System (EPIC) for these employees using the new *Loan Recertification Request* button. You will receive confirmation of receipt after your submission.

An annual reminder will be sent in early January to review your records of employees returning from a leave of absence with an outstanding loan balance.

DISTRIBUTION OF THIS MESSAGE

Certifying Officers should forward this message to their human resources staff, benefit administrators, and any other staff members responsible for the administration of pensions and benefits for employees.

Do not reply to this email message or mailbox -- Incoming messages cannot be received. If you have questions or concerns about the content of this message, contact the NJDPB at: pensions.nj@treas.nj.gov or go to: <https://www.state.nj.us/treas/pensions/pensionmail.shtml>