

### **PART I - MEMBER INFORMATION**

Member Full Name

Member Last Four of SSN  Member Non-work Phone

Member Non-work Email

### **PART II - AUTHORIZATION**

I hereby **AUTHORIZE** the Pennsylvania Municipal Retirement System (PMRS) to share information with the following individual OR organization:

Individual Full Name

Last Four of SSN  Date of Birth (mm/dd/yyyy)

Relationship to Member

Organization Name

EIN Number

I hereby **REVOKE** my previous authorization for the Pennsylvania Municipal Retirement System (PMRS) to share information with the following individual or organization:

Individual Full Name

Last Four of SSN  Date of Birth (mm/dd/yyyy)

Relationship to Member

Organization Name

EIN Number

### **PART III - CERTIFICATION**

By signing, I certify that the information above reflects my wishes and that the information provided is true and accurate.

Member Signature

Date of Signature (mm/dd/yyyy)

See reverse for instructions and important information

## INSTRUCTIONS

### Who completes the form and for what purpose?

Members complete this form to allow PMRS to disclose pension-related information, including but not limited to employment and financial data, to any person or entity other than a spouse or joint annuitant listed in their PMRS records. Members also complete this form to revoke permission to share information with any person or organization.

### When must the form be submitted?

This form must be submitted whenever you would like to share your pension-related information with a third party. PMRS must have this form on file prior to releasing such information.

### Instructions for submitting the form:

- Print legibly in blue, black ink, or type on form and save.
- Return the form via mail or email to PMRS.
- Retain a copy of the form for your financial files.

### Pennsylvania Municipal Retirement System

P.O. Box 1165  
Harrisburg, PA 17108-1165  
ra-rsCompletedForms@pa.gov

### Key considerations.

It is only necessary to complete and submit this form if you would like PMRS to share your pension-related information with someone other than yourself or your spouse or joint annuitant. Listing a person on a beneficiary form does not give PMRS permission to share information while you are living.

You may update authorized parties at any time, as often as you would like. Keeping your authorized information up to date helps ensure PMRS can respond to your requests.

Because this form directs PMRS to share financial information, it must have a valid signature.

Members who would like to designate more third parties than space permits may attach another sheet that includes all required information and is also signed and dated.

This form does not substitute a Power of Attorney and is only used to release information.