



HUMAN RESOURCES AND LABOR RELATIONS DEPARTMENT

1 S. Main, 6th Floor
Mount Clemens, Michigan 48043
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Macombgov.org/HRLR

April 10, 2023

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Dear Macomb County Retiree/Pension Recipient:

Annually, Macomb County Employees Retirement System (MCERS) must verify the recipients of a monthly pension are paid appropriately and ensure personal information on file with our office is correct. As such, enclosed is the Pension Recipient Signature Verification form. This completed form must be returned to the Human Resources and Labor Relations Department **no later than Friday, May 12, 2023**.

Who can be a witness in Section 3?

A witness **cannot** be a spouse. It can be a different family member, or a non-family member; such as a friend, a co-worker or even a neighbor. Additionally, you may bring the unsigned form along with your photo ID in person to be witnessed by an HRLR staff member.

How can the completed form be returned?

- 1) Mail to Macomb County, 1 S. Main Street 6th Floor, Mount Clemens, MI 48043, Attn: Retirement Services
- 2) Drop off in person at 1 S. Main Street 6th Floor, Mount Clemens, MI 48043, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday

Please note forms returned by fax or email will NOT be accepted

Can I receive confirmation about my form being received?

Yes, **after June 16, 2023**, if you would like to send a request to Retirement Services confirming your form has been received, please email Retirement@macombgov.org.

If you have any questions, please contact Retirement Services at (586) 469-5113.

Sincerely,

Macomb County Employees Retirement System

Macomb County Employees Retirement System