



FOR5J00-0004BDD



# Notice of Appointment of Authorized Agent

Revised August 2023

Questions? Call 1-800-728-7971.

Upload this form through Employer Access

Please print in capital letters, using black ink.

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Employer Number					Employer Name

## AUTHORIZED AGENT INFORMATION

First Name			M.I.	Last Name			Jr., Sr., II, etc.
Type of Governing Body							
Date Appointment Made (MM/DD/YYYY)		Effective Date of Appointment (MM/DD/YYYY)		Position Title			

Do you give the Authorized Agent the authority to:

File a Petition for Nominations of an Executive Trustee of IMRF ☐ Yes ☐ No

Cast the Ballot for Election of an Executive Trustee of IMRF ☐ Yes ☐ No

The Authorized Agent does not need to participate in IMRF to file a petition or cast a ballot. If you do not give the Authorized Agent the authority to petition and/or vote, the governing body must perform these duties.

Authorized Agent Signature (write; do not print or type)	Date (MM/DD/YYYY)
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**IMPORTANT NOTE:** By law, all new Authorized Agents must attend Authorized Agent training within three months of appointment. Visit the IMRF website at <https://www.imrf.org> to register for Authorized Agent training.

## CERTIFICATION

I, \_\_\_\_\_, do hereby certify that I am \_\_\_\_\_  
Name Clerk or Secretary

of the \_\_\_\_\_  
Name of Employer

and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated.

Signature of Clerk or Secretary of the Board (write; do not print or type)
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Employer Number

## BUSINESS MAILING ADDRESS

First Name		M.I.	Last Name		Jr., Sr., II, etc.
Mailing Address				County	
City			State	Zip Code (zip+4 if known)	
Daytime Telephone (with Area Code)			Alternate Telephone (with Area Code)		
Fax Number (with Area Code)			Email		

## INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification on previous page).

**IMRF**, 2211 York Road, Suite 500, Oak Brook, Illinois 60523-2337  
Employer Services: 1-800-728-7971 FAX: 630-706-4289  
[www.imrf.org](http://www.imrf.org)