PUBLIC AGENCY RETIREMENT SERVICES

DATA REQUIREMENTS

CONSULTANT will provide all services required under this Agreement upon receiving the following information:

1. Executed legal documents:
   - A. certified resolution
   - B. adoption agreement to the Plan
   - C. trustee investment forms
2. Contribution – completed Contribution Transmittal Form signed by the Plan Administrator (or authorized designee) which contains the following information:
   - A. agency name
   - B. contribution amount
   - C. contribution date
   - D. contribution method (check, ACH, wire)
3. Distribution – completed Transfer/Payment/Reimbursement Form signed by the Plan Administrator (or authorized designee) which contains the following information:
   - A. agency name
   - B. payment reimbursement/distribution amount
   - C. applicable statement date
   - D. copy of applicable premium, claim, statement, warrant, and/or administrative expense evidencing payment
   - E. signed certification of reimbursement/distribution from the Plan Administrator (or authorized designee)
4. Other information pertinent to the CONSULTANT'S services as reasonably requested by the CONSULTANT and the CITY'S actuarial provider.