



Pension Office
P.O. Box 675
Syosset, NY 11791
Tel: 516-922-0550
Fax: 516-624-3153

Participant Name: _____

Participant Number: _____

The Pension Board continually strives to serve you better and more efficiently. We have responded to requests that we move toward the electronic distribution and submission of monthly billing statements. Our first step has been to enable our system to send monthly billing statements to you electronically.

Electronic communication will be more cost effective than surface mail. It also provides more timely receipt of communications, and therefore an opportunity to avoid handling fees for late contributions. Our only concern is that because the position of treasurer often changes routinely, we wish to make certain that the responsibility of submitting timely contributions is not lost in the resulting transition period. Therefore, we are suggesting that the statement be sent to the participant's own personal e-mail address which would allow the participant and the treasurer to work together to respond in a timely way. All invoices will include a reminder to update changes in e-mail addresses to maintain efficiency.

We encourage your participation in this effort to streamline communication. Please complete the required information below and return the form immediately to pension@oca.org or OCA Pension Office, PO Box 675, Syosset, NY 11791. We will notify each recipient before the first monthly statements are sent electronically.

Sincerely,

Maureen Ahearn
Pension Administrator

Barbara Anderson
Pension Bookkeeper

YES, I would like to receive monthly billing statements to the following e-mail address. I understand that I will be responsible for updating the Pension Office if there is any change necessary.

E-mail address

NO, I decline at this time to receive monthly billing statements by e-mail. Please send the statements by surface mail to the address below.

Name: _____

Address: _____

Telephone: _____

Signature

Title

Print Name

Date