



Retirees FYI

A Semi-Annual Publication for Retirees of the Richmond Retirement System

RRS Walk-In Hours Designed to Serve You

We strive to ensure that you are given access to timely, professional service when you visit our office. To accomplish this goal, we have established office walk-in hours for Monday - Friday from 10 a.m. - 2 p.m.

To give every retiree equal opportunity, walk-in visits should not exceed 15 minutes in length. If you need a longer visit, an appointment may be scheduled Monday through Friday between the hours of 8 a.m. and 5 p.m.

Issues that can be handled during walk-in visits include picking-up or dropping off forms, reviewing personal data, and making appointments. To help us streamline your walk-in visit, go to our website at www.richmondgov.com/retirement and download the necessary forms so that you can complete the required portions before your visit. Your help in these areas will enable us to obtain our goal of serving you in the most efficient and least stressful manner possible. ❖

Receive your next newsletter via e-mail

E-mail versions of Retirees FYI are environmentally friendly and help to preserve retirement benefits by saving money on mailing costs. Send an e-mail to adam.austin@richmondgov.com to receive your next copy of Retirees FYI in your e-mail inbox.

Autumn 2011

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Even in the Toughest Times, Your Pension is Secure

Even though it appears that we have weathered the worst of the recent economic storm, the current volatility of the stock market may have you worried that the pension benefits you worked so hard to earn will somehow be depleted. If this is the case, be advised that your pension benefits are protected by law.

For the fiscal year ended June 30, 2011 the Richmond Retirement System achieved a 23.1 percent annualized return on its assets. This is the largest annualized return since FY 1985, and the second straight year of double digit returns.

By year end, the System increased its net assets by \$72 million over FY 2010 and had an investment portfolio balance of \$490 million. The pension fund's three and five year gross annualized returns were up 5.2 percent and 5.5 percent respectively. This exceptional performance helps offsets some of the losses from prior years; strengthening our financial standing and ensuring the continuity of benefits for today and generations to come. ❖



Need to Make Tax Withholding Changes?

As 2011 winds down and tax season approaches, you may want to review your federal and state tax withholdings. If you decide to make a tax withholding change you will need to file new federal and Virginia tax withholding forms with us. For your convenience both forms are available on our website at www.richmondgov.com/Retirement/forms.aspx. Simply fill out the appropriate form, print it, and send it back to us so we can make your tax withholding changes.

We withhold state taxes for residents of Virginia only. If you live outside of Virginia, you are responsible for withholding the taxes for your state of residence. Details about your tax withholdings will be available to you on your end-of-year 1099-R tax statement, which we will mail at the end of January; you can find out more about your 1099-R tax statements on page 3 of this newsletter. ❖

www.richmondgov.com/retirement/



Executive Communique

Philip R. Langham
Executive Director

I have exciting news to share with you. The Government Finance Officers Association of the United States and Canada awarded the Richmond

that article we have included a 1099-R end of year tax statement tutorial on the adjacent page. You should expect to receive your 2011 1099-R by the end of January 2012; I hope that this tutorial will give you a fuller understanding of this important tax statement.

Providing you with fast, effective and efficient service is a priority for us and to help realize these priorities we are continuing to enhance our website for your benefit. If you are not currently a computer user, or if you feel the need to improve your computer skills, we have included a feature below on the computer services and classes offered by the Richmond Public Libraries. These services and classes will help you sharpen your computer skills and get you plugged into the important and timely information we provide for you on our website.

Retirement System its Certificate of Achievement for Excellence in Financial Reporting for our FY 2010 Comprehensive Annual Financial Report. I am very proud of this achievement, and believe it demonstrates our continued commitment to maintaining a strong retirement system for our members.

On our front page you may have read the article about making tax withholding changes. As a companion to

Don't Miss Important Mailings From the RRS

Having up-to-date addresses on file for our retirees is critical for our records and your financial well-being.

Every year we mail important information and documents such as 1099-R tax statements, year-end check stubs, health and dental insurance updates and newsletters to the addresses that we have on file for our

retirees. To update your address and ensure that you receive important communications visit the forms section of our website at www.richmondgov.com/Retirement/forms.aspx to download a "Name and/or Address Change Form" that can be mailed or faxed to us. ❖



Feel Disconnected in a Computerized World?

Today's world increasingly relies on internet communications, and in an effort to deliver superior service to you, we are moving towards communicating information through the internet. The internet offers the fastest and most efficient method of information delivery, allowing us to serve you better and faster. If you are not comfortable with computers and the internet or if you want to sharpen your current computer skills, the Richmond Public Libraries offer several services and classes that will help you.

The Libraries offer free basic and intermediate computer training to seniors with a valid Library card. These classes are designed to help users at every skill level become comfortable with computers and the internet.

Novice computer users who have questions may be interested in the "Computer Q & A" offered every Wednesday from 1 - 5 p.m. by the West End branch of the library, located at 5420 Patterson Avenue.

Beginning in November, the North Avenue branch, located at 2901 North Avenue will offer a more structured eight-week series covering computer basics.

If your computer skills are already sharp and you would like to take advantage of the convenience of our website, but do not have access to a computer at home, free access to computers is available at each branch location.

More information about computer classes and access at all Library branches can be obtained by calling 804-646-4256 or by visiting the Library website at www.richmondpubliclibrary.org/ ❖

How to Read Your Federal 1099-R Tax Form

Box 1 - Gross benefits paid to you in 2011. This includes the total of your monthly benefit and cost-of-living increases you were paid before income tax or other deductions were withheld.

Box 4 - Total amount of federal income tax withheld in 2011 based on the total number of exemptions reported on your Form W-4P, Withholding Certification for Pension or Annuity Payments.

Box 2a - Total taxable amount of your benefit. This box is not reduced by any portion of the \$3,000 exclusion for which the participant may be eligible as a payment of qualified health insurance premiums under the HELPS provision (Public Safety).

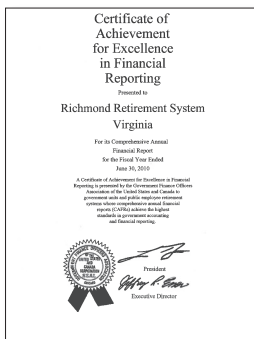
Box 7 - Distribution code for any amounts reported on Form 1099-R that indicates the distribution type and tax implications.

Box 5 - Amount of your benefit that is not subject to tax. Includes any contributions made to the RRS on which income taxes were already paid.

Box 12 - Total amount of VA state taxes withheld in 2011 based on the total number of exemptions reported on your Form VA-4P, Withholding Exemption Certification for Recipients of Pension and Annuity Payments.

The image shows a sample Form 1099-R for the year 2011. The form is marked 'CORRECTED' and includes fields for gross distribution, taxable amount, federal income tax withheld, and distribution code(s). It also includes sections for state taxes and locality information.

RRS Achieves Excellence in Financial Reporting



The Government Finance Officers Association of the United States and Canada (GFOA) awarded a Certificate of Achievement for Excellence in Financial Reporting to the Richmond Retirement System (RRS) for its Comprehensive Annual Financial Report (CAFR) for the fiscal year ended June

entity must publish an easily readable and efficiently organized comprehensive annual financial report that satisfies both Generally Accepted Accounting Principles and applicable legal requirements.

The GFOA Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

30, 2010. This was the 20th consecutive year that the RRS achieved this prestigious award. To be awarded a Certificate of Achievement by the GFOA, a government

The GFOA is a nonprofit professional association serving approximately 17,500 government finance professionals with offices in Chicago, IL, and Washington, D.C. ❖

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Richmond Retirement System
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Richmond, VA 23219

Did You Know?

Designated beneficiaries of those retirees who were employed by a participating employer on or before June 13, 1988 are eligible for a one time death benefit of up to \$1,000 after the retiree passes away.

Please be advised that we recognize only the beneficiary on file at the time of a retiree's death. To ensure that your loved ones receive this benefit you must keep your beneficiary information up-to-date.

Retirees may change the beneficiary

Beneficiary Designation

for this benefit by submitting a Beneficiary Appointment/Change Form. This form can be found on our website at www.richmondgov.com/Retirement/forms.aspx and must be notarized when submitted.

City of Richmond life insurance policies are handled by Minnesota Life, and beneficiary changes for those policies should be made directly through the insurance company. For further information, call Minnesota Life at 804 - 644 - 2420. ❖

Benefit Payment Schedule 2011 - 2012

October	31st
November	30th
December	30th
January	31st
February	29th
March	30th

Pension payments are made on the City's last working day of each month.

City Holiday Schedule 2011 - 2012

November	24 & 25
December	23 & 26
January	2

Your Feedback is important to Us

We encourage you to log-on to our Feedback Management System at www.richmondgov.com/retirement/Feedback.aspx to give us your compliments, suggestions or complaints. Your feedback helps us to achieve our goal of providing excellent service to you.