

Instructions for Investment Disclosure Waiver Form (ID Waiver-12)

These instructions are intended for those who are completing the 2012 Investment Disclosure Waiver Form (ID Waiver-12) for a relief association that offers a defined contribution or defined-benefit lump-sum, monthly, or monthly/lump-sum combination service pension. Plans that are “fully invested” with the Minnesota State Board of Investment may file this ID Waiver in place of the full 2012 Investment Disclosure Report Form (SID-12). Please read these instructions to determine whether your relief association is eligible to file the ID Waiver-12.

For plans eligible to submit the ID Waiver-12, the form must be submitted annually by March 31 to the Office of the State Auditor if plan assets and liabilities are less than \$200,000, or by June 30 if plan assets or liabilities are at least \$200,000 or have previously exceeded this threshold.

Please carefully read and complete each section of these instructions. If you have questions, please contact the Pension Division at 651-282-6110 or at pension@osa.state.mn.us.

Once you have completed the ID Waiver-12, please upload the form to the Office of the State Auditor’s website at <https://www.auditor.state.mn.us/safes/login.aspx>.

Instructions

To determine if your relief association is eligible to complete the ID Waiver-12 in place of a full SID-12 form, read the text at the beginning of the form and the instructions below. If your relief association does not qualify for the waiver, the full SID-12 form must be completed and submitted to the Office of the State Auditor.

1. Enter the market value as of December 31, 2012, for assets invested through the State Board of Investment (SBI). This value can be obtained from your December 31, 2012, SBI investment statement.
2. Enter the market value of all assets other than those at the SBI as of December 31, 2012. This value can be obtained from your bank and investment statements.
3. Enter the expected administrative expenses for the first six months of 2013 in part a) of Question 1. Enter the expected benefit expenses for the first six months of 2013 in part b) of Question 1. These values do not need to be exact as they are estimates for current and/or future expenses. The form will automatically calculate the “Total expected expenses for first six months of 2013.”
4. If your relief association is determined to be “fully invested” with the SBI, the question “Is SID required?” will be marked “No.” This question is automatically answered based upon the

asset value and expense amounts you have entered. If the question is marked “No,” your relief association is not required to complete the SID-12 and you can move to the next step of these instructions. If the question is marked “Yes,” your relief association is required to complete the SID-12 and you must use the separate SID-12 form.

5. Click “Yes” or “No” to answer whether your relief association has collected and retained a signed Broker Certification Form from each investment broker. If you do not use the services of an investment broker, choose “N/A.”

6. Click “Yes” or “No” to answer whether your relief association has collected and retained Statement of Economic Interest forms for the board members. These forms are to be completed annually.

7. Click “Yes” or “No” to answer whether your relief association has collected and retained the Investment Business Recipient Disclosure Form. This form is to be completed annually.

Review the far right column. If any messages are displayed in red it means that information was either omitted or entered incorrectly. Once all red messages have been corrected, you will be able to submit your ID Waiver-12. If you have questions regarding messages that you may have received, please contact the Pension Division at (651) 282-6110 or at pension@osa.state.mn.us.

After you have reviewed all messages and corrected any errors, please retain a copy of the form for your relief association records and upload the form to the Office of the State Auditor’s website at <https://www.auditor.state.mn.us/safes/login.aspx>.

The form may be signed electronically on this website, or you may submit a signed copy of the form to:

Office of the State Auditor
Attention: Pension Division
525 Park Street, Suite 500
Saint Paul, MN 55103
Fax: (651) 282-5298
pension@osa.state.mn.us

Congratulations on completing the ID Waiver-12!