

Policy for Granting Partial Refunds

A member who terminates service with an employer is entitled to a refund of the employee contributions they made to the Municipal Employees' Retirement System (MERS).

Rule 501 adopted by the Board of Trustees and published in Title 58 of the Administrative Code provides that refunds are issued only after all contributions are received from the employer. This process typically takes 30 to 45 days.

The Rule provides that the director may authorize a partial refund in exceptional circumstances, as set out in a written policy.

Exceptional circumstances warranting consideration of a partial refund include the following situations:

1. The employer has not timely remitted contributions.
2. The refund is the result of the death of the member.
3. The member has documented a financial emergency such as a foreclosure, eviction, or repossession.
4. The member has documented significant medical expenses for the member, a spouse, or a child.

A partial refund must be requested in writing by the member.

The director shall carefully consider documentation provided by the member in determining whether to grant or deny a partial refund. A decision by the director on a partial refund request is final.

Partial refunds shall not be granted in the case of a vested member.

If a partial refund is approved and granted, the remaining amount due to the member shall be paid as soon as possible after receipt of all contributions from the employer.