

INSTRUCTIONS FOR DEDUCTION FORM

Clearly print your first and last names as they appear on your retirement check. Write the last four digits of your social security number in the space after your last name so payroll can properly identify you. Select your deduction option or if you wish make a contribution by check. If you choose either option 1 or 2 be sure to sign your name under the option you chose. Mail completed form or check to ARHME.

Your deduction will be submitted by ARHME to HMEPS. HMEPS will begin the deduction on your next pension check 30 days after ARHME has sent it to the pension system. ARHME will notify you by the contact information you provided when your form has been submitted to the pension system.

You can stop your deduction by completing and submitting to ARHME a stop deduction form. If you wish to change your deduction amount send a new completed deduction form to ARHME and it will be submitted HMEPS to make the change.

If there is any problem concerning your deduction contact ARHME. The ARHME board not HMEPS will be responsible for resolving any conflicts regarding deductions taken from your pension check for ARHME.

Be sure form is to be completed and signed. Mailed form or your check to ARHME to the address below:

ARHME
P.O. Box 40354
Houston, Texas 77240

We appreciate your support in helping this organization preserve and protect the pension benefits you earned during your career as a City of Houston Employee.