



California Public Employees' Retirement System  
P.O. Box 942709  
Sacramento, CA 94229-2709  
**(888) CalPERS** (or **888-225-7377**)  
TTY: (877) 249-7442  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

Reference No.:  
Circular Letter No.: 200-016-15  
Distribution: VI  
Special:

## Circular Letter

March 27, 2015

TO: **PUBLIC AGENCY EMPLOYERS WITH POOLED PLANS**

SUBJECT: **CHANGE IN BILLING PROCESS FOR ALL POOLED PLANS**

The purpose of this Circular Letter is to inform you of the changes to the billing process for required contributions. These changes affect all pooled plans with active members at the time of the most recent valuation.

Beginning with Fiscal Year 2015-16, CalPERS will collect employer contributions for pooled plans as a percentage of payroll for the normal cost portion and as a dollar amount for contributions toward your unfunded liability and side fund. Currently, all contributions are collected as a rate expressed as a percentage of payroll. These dollar amounts will be billed on a monthly basis.

In lieu of making monthly payments, an annual lump-sum prepayment option is also available. If you choose this option for Fiscal Year 2015-16, payment of the annual amount is due prior to August 1, 2015. The required monthly contribution and annual prepayment amounts can be found in Section 1, page 7, of the June 30, 2013 valuation report.

Please refer to the June 30, 2013 annual actuarial valuation report for details of the required employer contribution calculations. Reports are available on [CalPERS On-Line](#) under [Actuarial Reports](#). You can also log into [my|CalPERS](#) to access your valuation report.

**To access your agency's invoice through my|CalPERS follow the instructions in the my|CalPERS student guide.**

If you have any questions, please call our CalPERS Customer Contact Center at **888 CalPERS** (or **888-225-7377**).

ALAN MILLIGAN  
Chief Actuary