



Field Services Division

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## AGENCY DIRECTORY UPDATE REQUEST

Field Services needs to update our State Agency Directory. Retirement Coordinators, please complete the following information, indicating in the space provided any changes, additions, or deletions for your agency's personnel.

Agency Name \_\_\_\_\_

Retirement Coordinator \_\_\_\_\_

Signature Designee(s) \_\_\_\_\_

\_\_\_\_\_

Insurance Representative \_\_\_\_\_

Payroll Officer \_\_\_\_\_

Internet/Email Address \_\_\_\_\_

Return this information to the Field Services Division. If the Retirement Coordinator or Signature Designee has changed, you will need to complete new signature authorization cards (form #500 for the Retirement Coordinator and form #508 for the Signature Designee). Please complete the cards and return them to our office as soon as possible. If you have questions, don't hesitate to contact our office at 217-785-6979. Thank you for your assistance!