



**PERA**

Public Employees  
Retirement Association  
of New Mexico

INVESTED IN TOMORROW.



# New Mexico Volunteer Firefighter Retirement Program

## 2024 Annual VF Reporting Guide

December 2023

# VOLUNTEER FIRE DEPARTMENT REPORTING

**WHAT YOU NEED TO KNOW:** The New Mexico Volunteer Firefighters Retirement Act (VFRA) applies to volunteer non-salaried firefighters who are listed as active members on the rolls of a fire department, and whose first year of service credit was earned during or after the year they turned 16 years old.

Exclusions: There are no exclusions and reporting of 100% of a department's roster is required each year; volunteer firefighters receiving a pension from another state or educational system are eligible for VFRA benefits.

Contributions: No member or employer contributions are required by the VFRA; contributions are made annually by the State Fire Marshal's Office from the fire protection fund.

Reporting: Attendance information *is* required. Effective January 1, 1979 through December 31, 2008, to qualify for service credit, each volunteer firefighter must:

- Attend 75% of all scheduled fire drills;
- Attend 75% of all scheduled business meetings; and
- Participate in at least 50% of all emergency response calls *the member was held responsible to attend.*

Beginning January 1, 2009, to qualify for service credit, each volunteer firefighter must:

- Attend 50% of all scheduled fire drills *for which the fire department held the member responsible to attend.*
- Attend 50% of all scheduled business meetings *for which the fire department held the member responsible to attend;* and
- Participate in at least 50% of all emergency response calls *for which the fire department held the member responsible to attend.*

**Note:** This is not necessarily 50% of **all** fire drills held, business meetings held, or emergencies responded to by the department, it is 50% of those *which the fire department held the member responsible to attend.*

Retirement: A volunteer firefighter who is close to retirement eligibility should contact PERA and request a Volunteer Firefighter Retirement Kit, which contains all the forms and information necessary for members to begin the retirement process. The completed Retirement Kit should be submitted to PERA at least 60 calendar days prior to the expected retirement date. Those who are entitled to a deferred pension payment when they meet VFRA age and service requirements should contact PERA at that time.

Termination: There are no notice requirements to PERA upon termination of service at this time.

Survivor Benefits: A retiring member may name either his/her surviving spouse (if any), *or* a dependent child under the age of 18, as his/her beneficiary. If the member is married and names a dependent child as beneficiary, spousal consent is required. In the event of the member's death the survivor beneficiary will receive an amount equal to 2/3 of the pension the retired member was receiving. If the beneficiary predeceases the annuitant, there is no survivor benefit. A surviving spouse will receive the benefit for their lifetime, unless they are remarried. Surviving children will receive a benefit up to age 18.

## **MEMBER ENROLLMENT**

**WHAT YOU NEED TO DO:** Each volunteer firefighter must complete a Member Enrollment for Volunteer Firefighters Form and submit a copy of the volunteer's Social Security card and driver's license at the time they become a member. The form is available from PERA or at [www.nmpera.org](http://www.nmpera.org) under 'FOR MEMBERS – Volunteer Firefighter Retirement' then 'Annual Report Guidance' then 'Forms'.

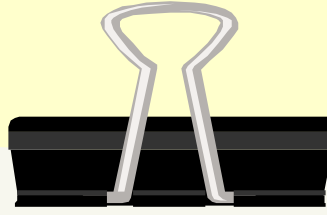
- *See Member Enrollment for Volunteer Firefighters Form (Sample Form A).*

### **IMPORTANT:**

- **ALL blanks must be complete unless they are not applicable.**
- **Please ensure that writing is legible.**
- **The member must use his/her name as it appears on legal documents, and not a nickname (e.g., “Charles Smith” rather than “Chuck”).**
- **The Fire Chief must complete the Department Certification section.**

**WHEN YOU SHOULD DO IT:** The application should be completed and submitted to PERA no later than the time the annual report is submitted (March 31<sup>st</sup> each year), but should be submitted at the time a new member joins the Volunteer Fire Department.

## INSTRUCTIONS



## *Member Enrollment for Volunteer Firefighters Form (Sample Form A)*

**USES:** Use this form to enroll Volunteer Firefighters in VFRA coverage.

**DO NOT USE:** Do not use this form to update or change a previously enrolled member's information; instead, use the *Change in PERA Records* form (visit [www.nmpera.org](http://www.nmpera.org)). An exception would be for a volunteer firefighter who begins service with a different Volunteer Fire Department, in which case a new enrollment form must be filed.

**PROCESS:** Submit to PERA via email, fax or mail as indicated at the top of the form.

**DEADLINE:** Completed enrollment forms should be submitted to PERA no later than the time the next annual report is submitted (March 31<sup>st</sup> each year), but preferably during the year when a new member joins the Volunteer Fire Department.

## FILL IN THE BLANKS

### Section 1 – Information About the Volunteer Firefighter (VF)

- Social Security Number
- Name – Enter first and last name (mandatory) and middle initial (if used) as the member's name appears on legal documents
- Gender
- Phone
- Email Address
- Mailing Address, City, State, ZIP
- Date of Birth
- City of Birth
- State of Birth
- Marital Status
- Have you ever been a PERA member?

### Section 2 – Information About the VF Member's Spouse (if married)

- Spouse's Name, SSN, Date of Birth

### Section 3 – VF Member Certification – Member must sign and date

### Section 4 - VFD Fire Chief Certification

- Name of Volunteer Fire Department (VFD)
- PERA VFD Number – The 5-digit number assigned by PERA.
- Start Date – The first day of the member's service certification (mm/dd/ccyy)
- VFD Email Address
- VFD Phone Number
- VFD Chief's Printed Name
- Signature of VFD Chief – Be sure the form is signed by the Fire Chief
- Date of Signature (mm/dd/ccyy)



#### Member Enrollment for Volunteer Firefighters

6300 Jefferson St. NE STE#100  
Albuquerque, NM 87109  
(505) 476-9300 phone  
(505) 954-0342 fax  
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned to PERA along with the appropriate Qualification Record form(s) by March 31, 2023 via regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

#### Section 1 Information About the Volunteer Firefighter (VF)

Social Security Number or PERA ID		Name (First, Middle Initial, Last)	
<input type="checkbox"/> Female	<input type="checkbox"/> Male	Phone Number ( )	Would you like direct correspondence by E-mail? If so, include E-mail Address
Mailing Address		City	State Zip Code
Date of Birth	City of Birth	State of Birth	
Marital Status: <input type="checkbox"/> Never Married <input type="checkbox"/> Married <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced			
Have you ever been a PERA Member: <input type="checkbox"/> Yes <input type="checkbox"/> No			

#### Section 2 Information About the VF Member's Spouse\* \*To be completed by a married VF member.

Spouse's Name	Spouse's SSN	Spouse's Date of Birth
---------------	--------------	------------------------

#### Section 3 VF Member Certification

I hereby declare that all the above information is true and complete to the best of my knowledge. It is my responsibility to keep my information current with PERA.

Signature of VF Member	Date
------------------------	------

#### Section 3 VFD Fire Chief Certification\* \*To be completed by the VFD Fire Chief.

Please copy the completed application for your VFD file and for the VF member.

Name of Volunteer Fire Department (VFD)	PERA VFD Number	Start Date (mm/dd/ccyy)
VFD Email Address		VFD Phone Number
VFD Chief's Printed Name		
I certify that the above-named individual is a Volunteer Firefighter of the VFD as of the date listed above.		
Signature of VFD Chief		Date

December 2023

**Sample Form A**

## **ANNUAL REPORTING**

**WHAT YOU NEED TO DO:** Each Volunteer Fire Department **must annually file electronically and via paper** the following with PERA:

- 2023 Volunteer Firefighters Annual Reporting Form (Sample Form C); and
- 2023 Volunteer Firefighter Service Credit Qualification Record Form (Sample Forms D<sub>1</sub> –D<sub>3</sub>)

In addition, any new *Member Enrollment for Volunteer Firefighters* Forms (Sample Form A) not submitted during the year should be enclosed, along with a copy of the member's Social Security card and driver's license.

**WHEN YOU SHOULD DO IT:** All affiliated Volunteer Fire Departments are required to submit an annual report to PERA beginning January 1<sup>st</sup> but no later than March 31<sup>st</sup> of each year. This deadline is set by statute (Section 10-11A-6(B), NMSA 1978) and must not be ignored. Service credit will not be given to any volunteer firefighter if completed reports are not submitted by March 31<sup>st</sup>.

### **HOW YOU SHOULD DO IT:**

- The information on the 2023 *Volunteer Firefighter Service Credit Qualification Record Form New and Current Active (Non-Retired) members* should be submitted online at <https://perass.state.nm.us/SelfService> beginning January 1<sup>st</sup> but no later than March 31<sup>st</sup> of each year. Please note the paper forms **must** still be notarized, signed and mailed/e-mailed.
- Both the *Volunteer Firefighters Annual Reporting Form* and the *Volunteer Firefighter Service Credit Qualification Record Form* must be mailed, emailed or faxed as well as submitted electronically to PERA no later than March 31<sup>st</sup> of each year.

Please see the following instructions for setting up an account and reporting:

### **HOW TO SET UP A USER ACCOUNT:**

#### **SUBMIT CONTACT INFORMATION TO:**

**Public Employees Retirement Association**  
**Attn: Outreach Bureau**  
**6300 Jefferson St. NE, STE#100, Albuquerque, NM 87109; or**  
**[PERA-MemberServices@state.nm.us](mailto:PERA-MemberServices@state.nm.us); or**  
**Fax: 505-954-0342**

- See 2023 *Volunteer Fire Chief, Reporter and County Fire Marshal Contact Information* form (Sample Form B).



## 2023 Volunteer Fire Department Contact Information

6300 Jefferson NE Ste 100  
Albuquerque, NM 87109  
(505) 476-9300 phone  
(505) 954-0342 fax  
www.nmpera.org

Instructions: Please print or type in dark ink. This form must be completed in its entirety and return to PERA via regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) along with the Annual Reporting form by March 31, 2024 for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep a copy for your VFD's records.

### Section 1 Information About the Volunteer Fire Department (VFD)

PERA VFD Number (5 digit number)	VFD Name		
<input type="text"/>	<input type="text"/>		
VFD Mailing Address	City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

### Section 2 Information About the VFD Fire Chief

VFD Fire Chief's Name (First and Last)	VFD Fire Chief's Daytime Phone Number	VFD Fire Chief's Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Section 3 Information About the VFD Reporter

VFD Reporter Name (First and Last)	VFD Reporter's Daytime Phone Number	VFD Reporter's Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Section 4 Information About An Alternate Contact (County Fire Marshal, EMS Coordinator, etc.)

Alternate Contact Name (First and Last)	Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address
<input type="text"/>	<input type="text"/>	<input type="text"/>

### Section 5 VFD Fire Chief's Authorization

I hereby certify the information provided on this form is true and accurate to the best of my knowledge.

Signature of VFD Fire Chief	Date
<input type="text"/>	<input type="text"/>

November 2023

## Sample Form B

A Volunteer Fire Department must assign a minimum of one main contact for reporting in RIO (Retirement Information Online). The employer must submit the following contact information to PERA in Section A:

### Section 1 – Information About the Volunteer Fire Department (VFD)

- PERA VFD Number (the 5-digit number assigned by PERA)
- VFD Name
- VFD Mailing Address, City, State, and Zip Code

### Section 2 – Information About the Volunteer Firefighter

- VFD Fire Chief's First and Last Name
- VFD Fire Chief's Telephone Number
- VFD Fire Chief's Email Address

### Section 3 – Information About the VFD Reporter

- VFD Reporter's First and Last Name
- VFD Reporter's Telephone Number
- VFD Reporter's Email Address

### Section 4 – Information About the County Fire Marshal

- County Fire Marshal's First and Last Name
- County Fire Marshal's Telephone
- County Fire Marshal's Email Address

### Section 5 – VFD Fire Chief's Authorization

- Signature of VFD Fire Chief
- Date

The completed form must be returned to PERA for processing. Once this information is received and entered by PERA staff (Outreach Division contact information can be found on page 24 of this guide), you will receive a series of emails. The first should resemble the sample below. PERA strongly encourages members use copy-and-paste to transfer temporary passwords from this email to the login screen to avoid confusion better letters and numbers that appear to be similar.

From: email@noreply.com <email@noreply.com>  
 Sent: Monday, October 25, 2021 12:00 PM  
 To: PERA-RIOHelpDesk <PERA-RIOHelpDesk@state.nm.us>  
 Subject: Account Activated

A Payroll Specialist web account has been created. Your password is :

The second email should arrive from the PERA staff person entering your Contact Form information into RIO. This email should provide your permanent User ID.

A third email will be auto-generated from RIO indicating your account access has been activated and will resemble the same email below. If you do not receive this email, please notify PERA.

From: email@noreply.com <email@noreply.com>  
 Sent: Monday, October 25, 2021 12:10 PM  
 To: PERA-RIOHelpDesk <PERA-RIOHelpDesk@state.nm.us>  
 Subject: Account Activated

Your PERA Self-Service account has been created, you may now log in with the user id and password that have been provided to you.

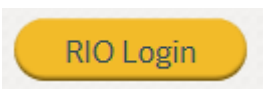
As an important reminder, the User ID and password provided is for **your** use only. If a VFD Chief



needs to assign additional members to assist with annual reporting, a separate form with a different email address must be completed and submitted for processing. To ensure we are protecting the information of all our members, sharing User ID and password information is strictly prohibited.


## STEPS FOR THE ELECTRONIC REPORTING

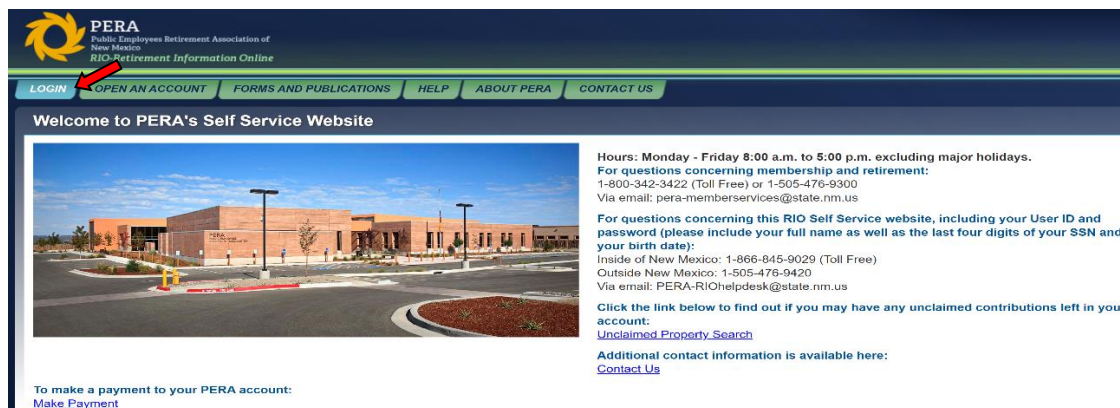
❶ Access the **PERA Home Page** at [www.nmpera.org](http://www.nmpera.org).

❷ Click on  ➔ (Diagram 1)

**Diagram 1**

This opens the **RIO Self Service** page (Diagram 2).

❸ Click on  (Diagram 2), this will take you to the Login page (Diagram 3).



**Diagram 2**

❹ Enter your **User ID and Password**. (Diagram 3) The first time you log in will be taken to the Instructions page (Diagram 4).

**PERA**  
Public Employees Retirement Association of  
New Mexico  
RIO-Retirement Information Online

[LOGIN](#) [OPEN AN ACCOUNT](#) [FORMS AND PUBLICATIONS](#) [HELP](#) [ABOUT PERA](#) [CONTACT US](#)

**Login**

Enter your User ID and Password below.

User ID

Password

[Log In](#)

[Forgot User ID](#) | [Forgot Password](#)

Please note that to protect your RIO Self Service account, your password will expire after 120 days. If your password has expired, please click [Forgot My Password](#) to reset it. If for some reason you experience any difficulty in resetting your password, please contact the RIO help desk.

**Are you a Member?**  
For members who would like to open an account. Click the link below to start work!  
[Open a Member Account](#)  
If you have questions, [Contact PERA](#). We will be happy to help you!

**Tell Me More**  
**User ID** - This is a unique set of characters used for identification into the RIO system. Examples for a user named John Smith would be "jsmith," or if the name is taken, "jsmith3."  
**Password** - This is another custom set of characters set by you the user, or in the case of a forgotten password, by the computer system at PERA. A password is used to verify that the user ID entered belongs to you only.  
**Office Hours: Monday - Friday 8:00 a.m. to 5:00 p.m. excluding major holidays.**  
**For questions concerning membership and retirement:**  
1-800-342-3422 (Toll Free) or 1-505-476-9300  
Via email: [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us)  
**For questions concerning this RIO Self Service website, including your User ID and password (please include your full name as well as the last four digits of your SSN and your birth date):**  
Inside of New Mexico: 1-866-845-9029 (Toll Free)  
Outside New Mexico: 1-505-476-9420  
Via email: [PERA-RIOhelpdesk@state.nm.us](mailto:PERA-RIOhelpdesk@state.nm.us)

**Diagram 3**

5 Click on [I Agree](#) (Diagram 4) to continue to the Change Password screen (Diagram 4a).  
For your reference, when you [LOGIN](#) the next time you will be taken directly to the Employer Home Page (Diagram 5).

**Things To Do...**

**Terms and Conditions**

**Terms & Conditions**

Accessing or requesting account information or transactions through this site constitutes and shall be deemed to be an acceptance of the following terms and conditions.

The information on this website is not guaranteed to be an exact statement of account. Any information presented on this website is subject to audit and revision without notice. No statement on this website shall be construed to be a legal statement of the New Mexico Public Employees Retirement Association (PERA) policy.

This Agreement is applicable whenever you use PERA online services to access your personal or business account with your password. The terms of the PERA online agreement apply to those transactions performed using PERA online services.

**General Terms**

The online acknowledgments or other messages that are the result of a transaction you have entered do not indicate that the transaction has been transmitted nor do they indicate that the transaction has been received, accepted or rejected by PERA. PERA will confirm that the information has been received and whether the transaction has been accepted or rejected.

You are responsible for reviewing the account statements sent to you by mail in order to verify the accuracy of the account information provided in the statement and the transactions entered through this site. You are also responsible for promptly notifying PERA of any erroneous or inaccurate information contained in, or omitted from your account statements, including errors or inaccuracies resulting from transactions conducted through this site. Finally, you are responsible for reviewing and verifying all information entered from this account on this site prior to its submission, and you accept full responsibility for this data.

Should errors or questions arise while accessing or performing personal or business account transactions, please contact us as soon as possible at the address or phone number provided in the "Contact Us" page found on this website.

**Governing Laws**

Each button, web link or hotspot constitutes an agreement between you and PERA that complies with the Uniform Electronic Transactions Act.

By clicking the "I Agree" button, you acknowledge that you have read the Agreement and accept all of the terms of this Agreement.

If you do not agree to the terms contained in this Agreement, please exit this website by clicking the Back button on your browser to return to the previous page.

**Definitions**

**Personal Account:**  
The personal retirement account of an active member or a benefit recipient in the retirement system.

**Business Account:**  
An account for an agency, such as a city or county, that has elected to join the retirement system and make contributions on behalf of its employees.

[I Agree](#) [I Disagree](#)

**Diagram 4**

As the screenshot below references, your new password must be a minimum of 8 characters, any combination of letters and numbers containing at least 1 number, 1 letter and 1 special character. Be sure to record and store your new password in a secure location. You will also be asked to select a secret question and provide a secret answer to aid you in resetting your password if you forget or misplace it in the future.

**Diagram 4a**

Prior to proceeding to step 6, it is important to discuss nightly batching cycles. Each night at 8 p.m., RIO begins its batch process. It is highly suggested that the VFD's employer reporter should allow a minimum of two hours prior to the nightly batching cycle to avoid reporting complications. The purpose of the nightly batching cycle is to post reports with validated and/or corrected information. If the partial report's information, it is possible for a partial annual report to post. If that happens to your department, the employer reporter will need to enter one or more adjustment reports. Please contact PERA Outreach Division listed on page 24 of this guide for assistance regarding adjustment reports.

⑥ Click on Work on Reports. (Diagram 5) This will take you to the Reports page (Diagram 6).

**Diagram 5**

⑦ Click on [Create a New Report](#). This will take you to Report Creation page (Diagram 7).

Diagram 6

⑧ The report type defaults to ☒ Regular.

1. **Enter** the Start Date and End Date (January 1<sup>st</sup> and December 31<sup>st</sup>) for the year being reported. Make sure and enter the “/” between the day, month and year.
2. **Click** on “I would like to create a report with no member records.” radio button.
3. **Click** on **NEXT** and new report will appear under **Regular Reports**. (Diagram 8). **THE NUMBERS FOR THE FIRE DRILLS AND MEETINGS HAVE BEEN GRAYED OUT. YOU CAN NO LONGER ENTER ANY NUMBERS, THEY MUST REMAIN ZEROS.**

Diagram 7

⑨ Click on [edit](#). (Diagram 8) This will redirect you to the page where you will ‘Add or Edit a Record’ for each member. (Diagram 9)

Diagram 8

⑩a Enter the social security number or PERA ID number for the first member under ‘Option 1 – Add or Edit a Record’. (Diagram 9)

Click on [Add or Edit Record](#) (Diagram 9)

Diagram 9

This will take you to the screen where you will edit or ‘Add New Member Record’ (Diagram 10).

**LOG OFF FORMS AND PUBLICATIONS HELP ABOUT PERA CONTACT US**

**Things To Do...**

- Employer Home
- Work on Reports
- View Employee Info
- Update My Profile

**Add New Member Record**

Employer Name  Employer Number

**Add New Member Record**

Working With PERA ID

**Tell me more**

Select an option for editing or adding records.

The Add/Edit Member Records page allows you to add the member records. In addition, you may edit existing records on this report for the member, as long as they have not been posted.

**To add a new record**

1. Click the Add New Record button to access the page on which you will enter the record's information.

**To edit an existing record**

1. If there are existing records for the member, identify the record you want to edit from the "Select One of the records below" section of this page.
2. Click on the Select link of that record to access the page on which you will edit the record's information.

**Diagram 10**

10b If this is a **Current Member** of the department, the member’s address, date of birth and name will appear as displayed in PERA’s database. Please verify the demographic information is correct or make any necessary corrections. (Diagram 11). If this is a **New Member** of the department, you must enter the member’s date of birth, gender, first name, last name, mailing address including city, state and zip code.

**PERA**  
Public Employees Retirement Association of  
New Jersey  
RKO Retirement Information Online

**LOG OFF FORMS AND PUBLICATIONS HELP ABOUT PERA CONTACT US**

**Things To Do...**

- Employer Home
- Work on Reports
- View Employee Info
- Update My Profile

**Add / Edit Employment Information**

Employer Name  Employer Number

**Employment Information**

Reporting Period  to

Employer Name

SSN

Date Of Birth

Gender

First Name

Middle Name

Last Name

Address Line 1

Address Line 2

Address Line 3

City

State

Zip

Country

**Member Record Status**

Payroll Begin Date

Payroll End Date

Plan Code

Reported Wage Code

Status Code


Separation Reason

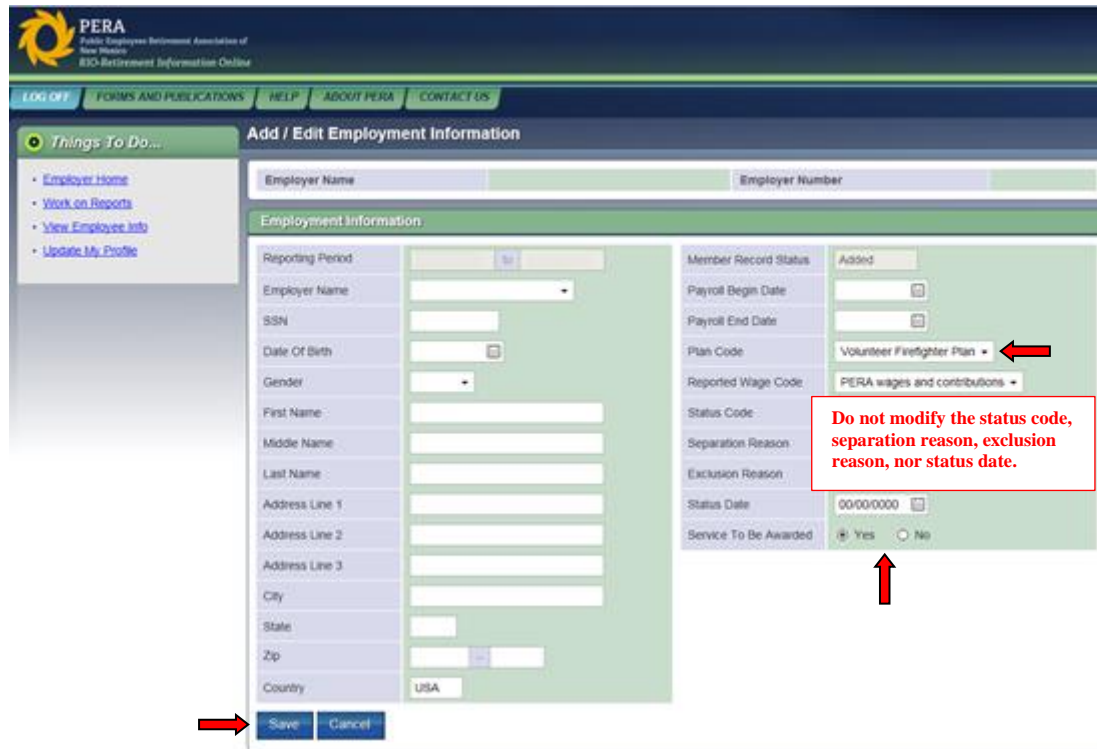
Exclusion Reason

Status Date

Service To Be Awarded ☒ Yes ☐ No

**Diagram 11**

**Click** on Plan Code, select Volunteer Firefighter Plan only if the plan information is blank. **Click** on “yes” or “no” to indicate whether or not the member met the minimum qualifications to earn VF service credit. Then **Click** . Please do not modify the Status Code, Separation Reason, Exclusion Reason or Status Date fields as it may prevent your report from posting correctly.



**Diagram 11a**

This will take you back to the Add or Edit a Record page. (Diagram 9)

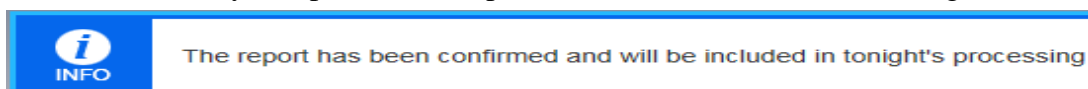
**Repeat steps 10a and 10b for each active member. Retired VF members are reported on hard copy (paper) reports only.**

Once you have entered all of the active (non-retired) and new VF members reflected on your roster you will need to return to the ‘Work on Reports’ tab to change the ‘Current Report Status’ from ‘UnConfirmed’ to ‘Confirmed’ by clicking on ‘Unconfirmed’.

Regular Reports								
Status	File Load Status	Date Submitted	Date Range	Delete	Edit	Current Report Status	Reconcile	View Total / Details
Added	Loaded			<a href="#">Delete</a>	<a href="#">Edit</a>	<a href="#">Unconfirmed</a>	<a href="#">Reconcile</a>	<a href="#">View Totals</a>

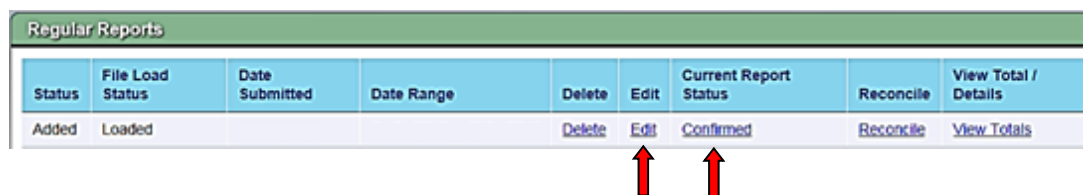


If you have successfully completed this step, RIO will confirm with this message:



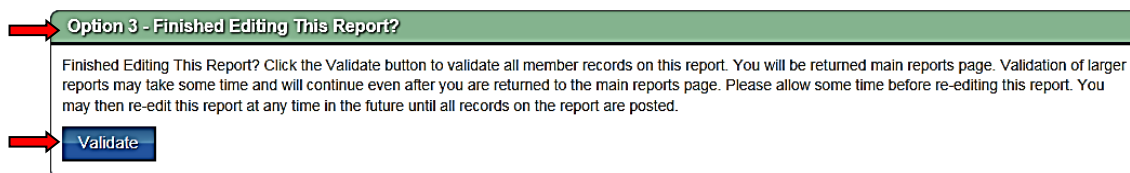
Reports in 'Added' or 'Suspended' will not post and must be resolved in a timely manner.

Next click 'Edit' in the 'Regular Reports' section of the page. You will note your report is now in 'Confirmed' status:

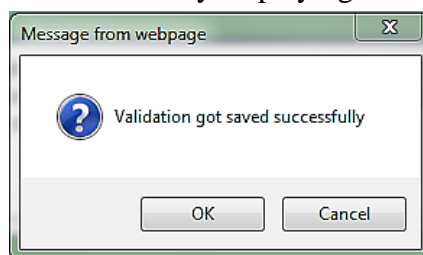
A screenshot of a web application showing a table titled 'Regular Reports'. The table has columns: Status, File Load Status, Date Submitted, Date Range, Delete, Edit, Current Report Status, Reconcile, and View Total / Details. The first row shows a report with Status 'Added', File Load Status 'Loaded', and Current Report Status 'Confirmed'. Red arrows point to the 'Delete' and 'Edit' links in the first row.

Status	File Load Status	Date Submitted	Date Range	Delete	Edit	Current Report Status	Reconcile	View Total / Details
Added	Loaded			Delete	Edit	Confirmed	Reconcile	View Totals

Scroll down to 'Option 3 – Finished Editing This Report' and click on 'Validate'.



RIO should confirm this step was successful by displaying this message:



After you click 'Validate', the software will run a soft check, known as validation, of the information entered and the page will default back to the 'Work on Reports' home page. To identify any records requiring additional information and/or corrections you will need to click 'Edit' again. Scroll to 'Option 2 – Member Records with Errors' as noted in Diagram 12. To determine what corrections or additional information is required, click on 'Select'.



**Option 2 - Member Records with Errors**

Click on a record to make changes to the record. The following page will provide you with a list of errors found during the last nightly validation batch run for each employee record in this list.

First Previous **1** Next Last 1 records found 30 results per page

Select Record	PERA ID	Employee Name	Reported Wage Code	Status	Record Type
<a href="#">Select</a>			PERA wages and contributions	Suspended	Regular

First Previous **1** Next Last 1-1 page # range

**Diagram 12**

The record selected in the previous step will be displayed with an error or flagged message present at the top of the screen:

**ERROR**

**This area identifies missing or incorrect information in the fields below. Please see error codes and possible solutions. You are also welcomed to contact PERA for assistance with suspended records.**

*After* you have addressed all of the ‘Member Records with Errors’, your report is ready for the overnight batching process. As a friendly reminder you are encouraged to ‘Log off’ of your account to maintain account security. The ‘Log Off’ tab is located at the top of the page:

**PERA**  
Public Employees Retirement Association of  
New Mexico  
RIO-Retirement Information Online

[LOG OFF](#)
[FORMS AND PUBLICATIONS](#)
[HELP](#)
[ABOUT PERA](#)
[CONTACT US](#)

**Log Off Page**

**Log Off**

Are you sure you want to log off?

[Yes](#) [No](#)

Thank you for visiting the PERA SelfService Web site. If you have any comments about our web site you can contact us at [PERA-memberservices@state.nm.us](mailto:PERA-memberservices@state.nm.us)

It is important that you log back in the next day to check the posted status of your electronic Annual VF report. The reporting period is not complete until the report is listed as ‘posted’ under Report Status.

Posted Reports / Invoiced Reports				
Status	File Load Status	Date Submitted	Date Range	Report Type
Posted	Loaded			Regular

If your report is not in ‘Posted’ status after 24 hours, please contact PERA’s Outreach Division for assistance/guidance.

## INSTRUCTIONS

## Volunteer Firefighters Annual Reporting Form (Sample Form C)

**USES:** Use this form to summarize the annual membership and qualification records submitted to PERA.

**PROCESS:** Submit to PERA **both electronically as outlined in this guide and in paper format to:**

Public Employees Retirement Association

Attn: Outreach Bureau

6300 Jefferson St. NE, STE#100

Albuquerque, NM 87109

**DEADLINE:** March 31<sup>st</sup> of each year.

## FILL IN THE BLANKS

### SECTION 1 – GENERAL INFORMATION ABOUT THE VOLUNTEER FIRE DEPARTMENT (VFD)

- PERA VFD Number – The 5-digit number assigned by PERA
- VFD Name
- VFD Mailing Address – Enter the VFD mailing address, city, state, ZIP
- VFD Fire Chief – Enter the Fire Chief's First and Last Name, Phone Number and Email Address
- County Fire Marshall's Name – Enter County Fire Marshal's First and Last Name, Phone Number and Email Address

### SECTION 2 – VFD DEPARTMENT TOTALS


- New VFD Members reported in 2023– Enter the number of new members enrolled, reflected on your roster, and reported in 2023.
- Current/ returning (non-retired) VFD Members reported in 2023 – Enter the number of current/returning non-retired volunteers reflected on your roster and reported in 2023.
- Retired VFD Members reported in 2023 – Enter the number of retired volunteers reflected on your roster and reported in 2023.
- Total number of Volunteer Firefighters reported in 2023 – This number should match the sum of #1, #2, and #3.

### SECTION 3 – VFD CHIEF CERTIFICATION

- Enter the VFD Chief's printed name and VFD name in the appropriate spaces.
- This form must be signed and dated before a notary public by the VFD Chief.
- Notary section – The notary witnessing the VFD Chief's signature must complete this section; the notarization date must match the VFD Chief's date of signature, all blanks must be completed, and the notary's seal or stamp must appear on the document. As reminder strikethroughs and white-out edits are not permitted. Per New Mexico Notary Public Statute, the principal must be present in front of notary.

## SECTION 4 – MAYOR OR COMMISSION CERTIFICATION

- Signature of Municipal Mayor or Chair of County Commission is required. The form should be signed by the Municipal Mayor if distributions from the fire protection fund are made to an incorporated municipality, **or** by the Chairman of the County Commission if distributions from the fire protection fund are made to an independent fire district.

 <b>PERA</b> Public Employees Retirement Association of New Mexico	<h2 style="margin: 0;">2023 Volunteer Firefighters Annual Reporting Form</h2>	6300 Jefferson St. NE, STE#100 Albuquerque, NM 87109 (505) 476-9300 phone (505) 954-0342 fax <a href="http://www.nmpera.org">www.nmpera.org</a>
---	---	---

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the appropriate Qualification Record form(s) by March 31, 2024 via RPO and by regular mail, fax, or e-mail to [memberservices@state.nm.us](mailto:memberservices@state.nm.us) for processing. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

---



**Section 1**

**General Information About the Volunteer Fire Department (VFD)**

PERA VFD Number (5 digit number)	VFD Name		
VFD Mailing Address	City	State	Zip Code
VFD Fire Chief's Name (First and Last)	VFD Chief's Daytime Phone Number	VFD Chief's email Address	
Alternate Contact Name (First and Last)	Alternate Contact's Daytime Phone Number	Alternate Contact's Email Address	

---



**Section 2**

**VFD DEPARTMENT TOTALS**

1.	New VFD members reported in 2023:	
2.	Current/returning (non-retired) VFD members reported in 2023:	
3.	Retired VFD members reported in 2023:	
4.	Total number of Volunteer Firefighters reported in 2023 <b>(sum of members entered on lines 1 through 3):</b>	

---



**Section 3**

**VFD CHIEF CERTIFICATION**

\*Notary stamp must be visible

I, \_\_\_\_\_, Fire Chief of the \_\_\_\_\_ Volunter Fire Department, affirm that the records submitted

Printed Name of VFD Fire Chief                      VFD Name

to PERA are true and correct and reflect **100%** of my VFD's 2023 roster.

Signature of VFD Fire Chief \_\_\_\_\_ Date \_\_\_\_\_

State of New Mexico )  
                                      )  
County of \_\_\_\_\_ ) SS:

Signed and sworn to (or affirmed) before me by \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_,

VFD Chief's Name (please print) to be completed by Notary

My Commission Expires \_\_\_\_\_ Notary Public Telephone Number \_\_\_\_\_ Signature of Notary \_\_\_\_\_

---



**Section 4**

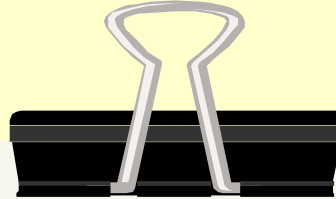
**MAYOR OR COMMISSIONER CERTIFICATION**

Signature of Municipal Mayor or Chair of County Commission	Date

November 2023

## Sample Form C

## INSTRUCTIONS



## *Volunteer Firefighters Service Credit Qualification Record Form(s)* **(Sample Form D<sub>1</sub> – D<sub>3</sub>)**

**USES:** Use this form to list the membership and service credit submitted to PERA.

**PROCESS:** Submit to PERA electronically as outlined in this guide and in paper form to:

Public Employees Retirement Association

Attn: Outreach Bureau

6300 Jefferson St. NE, STE#100

Albuquerque, NM 87109

[PERA-MemberServices@state.nm.us](mailto:PERA-MemberServices@state.nm.us); or

Fax to 505-954-0342

**DEADLINE:** March 31<sup>st</sup> of each year.

## **FILL IN THE BLANKS –QUALIFICATION RECORD FORM – New Members Only (Sample Form D<sub>1</sub>)**

### **SECTION 1 – INFORMATION ABOUT YOUR VOLUNTEER FIRE DEPARTMENT**

- Name of VFD
- PERA VFD Number – The 5-digit number assigned by PERA
- County

### **SECTION 2 – INFORMATION ABOUT YOUR NEW VFD MEMBERS ONLY**

- Enter the member's Social Security Number – All nine digits, no dashes.
- Enter the member's name and full mailing address
- Enter the member's date of birth
- Indicate whether the volunteer met the service credit requirements for the year.

### **SECTION 3 – VOLUNTEER FIREFIGHTER DEPARTMENT CERTIFICATION**

- Signature, Title and Date of the authorized person reporting the information.



## 2023 Volunteer Firefighter Service Credit Qualification Record New VFD Members Only

6300 Jefferson St. NE, STE#100  
Albuquerque, NM 87109  
(505) 476-9300 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2024 via RIO and by regular mail, fax, or e-mail to [pera-memberservices@state.nm.us](mailto:pera-memberservices@state.nm.us) for processing. Attach a completed Member Enrollment for Volunteer Firefighter form along with a copy of a driver's license and social security card for any Volunteer Firefighter not previously reported. Strikethroughs and correction fluid/tape are not permitted. Please keep copies for your VFD's records.

### Section 1 Information about your Volunteer Fire Department

Name of VFD	PERA VFD Number (5 digits)	County
-------------	----------------------------	--------

### Section 2 Information about your New VFD Members Only

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.		Name: _____ Address: _____		<input type="checkbox"/>	<input type="checkbox"/>
2.		Name: _____ Address: _____		<input type="checkbox"/>	<input type="checkbox"/>
3.		Name: _____ Address: _____		<input type="checkbox"/>	<input type="checkbox"/>
4.		Name: _____ Address: _____		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: _____ Address: _____		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: _____ Address: _____		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: _____ Address: _____		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: _____ Address: _____		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: _____ Address: _____		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: _____ Address: _____		<input type="checkbox"/>	<input type="checkbox"/>

### Section 3 Volunteer Firefighter Department Certification

Signature	Title	Date
-----------	-------	------

November 2023

Sample Form D<sub>1</sub>

## FILL IN THE BLANKS –QUALIFICATION RECORD FORM – Current Members Only (Sample Form D<sub>2</sub>)

### SECTION 1 – INFORMATION ABOUT YOUR VOLUNTEER FIRE DEPARTMENT


- Name of VFD
- PERA VFD Number – The 5-digit number assigned by PERA
- County

### SECTION 2 – INFORMATION ABOUT YOUR CURRENT ACTIVE (NON-RETIRED) VFD MEMBERS ONLY

- Enter the member's Social Security Number – All nine digits, no dashes.
- Enter the member's name and full mailing address
- Enter the member's date of birth
- Indicate whether the volunteer met the service credit requirements for the year.

### SECTION 3 – VOLUNTEER FIREFIGHTER DEPARTMENT CERTIFICATION

- Signature, Title and Date of the authorized person reporting the information.



**PERA**  
Public Employees  
Retirement Association  
of New Mexico

**2023 Volunteer Firefighter Service  
Credit Qualification Record  
Current Active (Non-Retired)  
VFD Members Only**

6300 Jefferson St NE Ste 100  
Albuquerque, NM 87109  
(505) 476-9300 phone  
(505) 954-0342 fax  
[www.nmpera.org](http://www.nmpera.org)

Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2024 via RIO and by regular mail, fax, or e-mail to [memberservices@state.nm.us](mailto:memberservices@state.nm.us) for processing. Strikethroughs and correction fluid/tape are not permitted.  
Please keep copies for your VFD's records.

**Section 1 Information about your Volunteer Fire Department**

Name of VFD	PERA VFD Number (5 digits)	County
-------------	----------------------------	--------

**Section 2 Information about your Current Active (Non-Retired) VFD Members Only**

Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
2.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
3.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
4.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>

**Section 3 Volunteer Firefighter Department Certification**

Signature	Title	Date
-----------	-------	------

November 2023

**Sample Form D<sub>2</sub>**

## FILL IN THE BLANKS –QUALIFICATION RECORD FORM – Retired Members Only (Sample Form D3)

### SECTION 1 – INFORMATION ABOUT YOUR VOLUNTEER FIRE DEPARTMENT


- Name of VFD
- PERA VFD Number – The 5-digit number assigned by PERA
- County

### SECTION 2 – INFORMATION ABOUT YOUR RETIRED VFD MEMBERS ONLY

- Enter the member's Social Security Number – All nine digits, no dashes.
- Enter the member's name and full mailing address
- Enter the member's date of birth
- Indicate whether the volunteer met the service credit requirements for the year.

### SECTION 3 – VOLUNTEER FIREFIGHTER DEPARTMENT CERTIFICATION

- Signature, Title and Date of the authorized person reporting the information.

	<b>PERA</b> <small>Public Employees Retirement Association of New Mexico</small>	<b>2023 Volunteer Firefighter Service Credit Qualification Record Retired VFD Members Only</b>	<small>6300 Jefferson St NE Ste 100 Albuquerque, NM 87109 (505) 476-9300 phone (505) 954-0342 fax <a href="http://www.nmpera.org">www.nmpera.org</a></small>		
<p>Instructions: Please print or type in dark ink. This form must be completed in its entirety and returned in hard copy and electronic copy format to PERA along with the Annual Reporting form by March 31, 2024 via RIO and by regular mail, fax, or e-mail to <a href="mailto:pera-memberservices@state.nm.us">pera-memberservices@state.nm.us</a> for processing. Strikethroughs and correction fluid/tape are not permitted.</p> <p>Please keep copies for your VFD's records.</p>					
<b>Section 1 Information about your Volunteer Fire Department</b>					
Name of VFD		PERA VFD Number (5 digits)	County		
<b>Section 2 Information about your Retired VFD Members Only</b>					
Vol No.	Social Security Number (Required to award service credit; digits only-no dashes)	Full Name of Volunteer Firefighter (Provide mailing address for each member)	Date of Birth (mm/dd/yyyy)	Service Credit Eligibility Met? (Check one)	
				Yes	No
1.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
2.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
3.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
4.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
5.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
6.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
7.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
8.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
9.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
10.		Name: Address:		<input type="checkbox"/>	<input type="checkbox"/>
<b>Section 3 Volunteer Firefighter Department Certification</b>					
Signature		Title	Date		
November 2023					

**Sample Form D3**

## **PERA Outreach Division Contact Information**

### **Public Employees Retirement Association**

**Attn: Outreach Bureau**

**6300 Jefferson St. NE, STE#100**

**Albuquerque, NM 87109**

**Fax: 505-954-0342**

Christina Gauthier

[Christina.Gauthier@pera.nm.gov](mailto:Christina.Gauthier@pera.nm.gov)

505-383-6554

Vicky Chavez

[Victoria.Chavez@pera.nm.gov](mailto:Victoria.Chavez@pera.nm.gov)