



PERA VOLUNTEER FIREFIGHTER ANNUAL REPORTING CHECKLIST

1. BEFORE THE ANNUAL REPORTING DEADLINE – PREPARE

- Gather driver's licenses and social security cards for all members if it hasn't been done and make two printed copies of each form of identification. Mail or scan and email one copy to PERA. **Keep copies of both items for your Volunteer Fire Department's (VFD) records.** You will not be required to do this every year as long as you have already sent a copy to PERA.
- When new members join the VFD each month, download the current fillable PDF "Member Enrollment for Volunteer Firefighters" form from www.nmpera.org. New VFD Members must complete the top sections of this form. The VFD Fire Chief should complete the VFD Fire Chief Certification section and mail, or scan and email the completed form to PERA. **Keep a copy for your VFD's records.** To make annual reporting easier for all parties involved, PERA suggests that VFD's complete and submit the enrollment form and provide supporting documentation each month as new member(s) join the VFD.

2. ANNUAL REPORTING FORM

- Download current fillable PDF "Volunteer Firefighters Annual Reporting" form from www.nmpera.org.
- Complete Section 1. Include all current contact information.
- Complete Section 2. Double check VFD totals before including final numbers. PERA will NOT accept forms that contain information that has been marked through and/or correction tape. These total numbers must reflect ALL members included in the Qualification Record Forms.
- Complete Section 3. PERA will NOT accept forms that are missing required signatures and notarized signatures. All dates must match notary signature.
- Verify that the form has no strikethroughs or white-out marks.
- Email or mail (suggest via preferred method of delivery confirmation) completed form to PERA on or before March 31, 2023. **Keep a copy for your VFD's records.**

3. QUALIFICATION RECORD FORM

- Download current fillable PDF “Volunteer Firefighter Service Credit Qualification Record” form from www.nmpera.org. There are separate forms for New VFD Members, Current Active (Non-Retired) VFD Members and Retired VFD Members.
- Verify that new members, current active members and retired members are on the correct designated form.
- Include social security numbers for each member. Verify that it is correct by referring to social security card on file at the VFD. Include each member’s current legal name and address.
- Indicate date of birth for member.
- Indicate if member should/should not receive service credit based on current service credit eligibility requirements.
- Verify that the VFD Fire Chief or authorized person signed and dated at the bottom of the form.
- Email or mail all completed forms to PERA by March 31, 2023. **Keep a copy for your VFD's records.**
- Submit the report electronically via your VFD RIO login on or before March 31, 2023 using the Qualification Record forms. **Confirm that the report is in a "Posted" status.**

4. VFD FIRE CHIEF & REPORTER CONTACT INFORMATION

- Verify that the current VFD Fire Chief, Reporter and Alternate Contact's information is provided.
- Email or mail completed form to PERA on or before March 31, 2023. **Keep a copy for your VFD's records.**

5. MEMBER ENROLLMENT FORM

- For each new member in your VFD, download current fillable PDF “Member Enrollment for Volunteer Firefighters” form from www.nmpera.org.
- Complete Member Information section. Include all current contact information. The member must use her/his name as it appears on legal documents, and not a nickname.
- Complete Martial Information section. Attach a copy of spouse’s social security card and **keep another copy for your VFD's records.**
- VFD Chief needs to complete Member Certification section with the VFD's name, five-digit PERA VFD number, signature and date.
- Complete Volunteer Fire Department Certification section. Verify that you have included the correct start date and obtained VFD Fire Chief or other representative’s signature and date.
- Attach copy of social security card and driver’s license for new member with form. **Keep copies for your VFD's records.**
- Email or mail completed form and copies of social security cards and driver’s licenses to PERA by March 31, 2023. **Keep a copy for your VFD's records.**