

APPLICATION OF DISTRIBUTION(S) FROM THE MUNICIPAL PENSIONS SECURITY FUND AND CERTIFICATION OF MUNICIPAL CONTRIBUTIONS TO THE MUNICIPAL PENSIONS AND RELIEF FUND
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To: Municipal Pensions Oversight Board

From: Pension & Relief Fund:

 Municipal Treasurer:

 Signature:

 Certified on (date):

 Phone:

In accordance with Chapter 8-22-19(d)(1) of the West Virginia Code, the above-named municipal treasurer hereby **applies for the applicable portion of the Municipal Pensions Security Fund for the Board of Trustees of the above-named Pension and Relief Fund for the fiscal year ending June 30, 2026.**

The above-named municipal treasurer **certifies that the following amounts are true and correct:**

- | | | |
|-----|---|-------|
| A. | Actual amount contributed by the municipality's covered employees hired prior to January 1, 2010, during the fiscal year ending June 30, 2025. | _____ |
| A1. | Actual amount contributed by the municipality's covered employees hired on or after January 1, 2010, during the fiscal year ending June 30, 2025. | _____ |
| B. | State Share | _____ |
| C. | Municipal Obligation | _____ |
| D. | TOTAL | _____ |

The municipal treasurer further certifies that of the supplemental amount indicated in Item C:

\$ _____ has been irrevocably contributed to the previously named pension and relief fund. It is understood that if this amount is less than the supplemental amount indicated in Item C, then only a portion of the pension funds allocable amount (from the Municipal Pensions Security Fund) will be distributed. The portion shall be determined by dividing the amount contributed above by the total city obligation as shown in item C. Remaining proportional shares will be distributed only upon additional certification that the municipality has contributed additional monies due the pension and relief fund.

Including the above additional contribution, the total year-to-date amount of irrevocable contribution is:

\$ _____ .

WORKSHEET INSTRUCTIONS
FOR OPEN MUNICIPAL PENSION PLANS USING THE ALTERNATIVE FUNDING METHODOLOGY

Definitions:

Open Municipal Pension Plan – A plan that is actively enrolling new participants

General Information

Enter the name of the pension fund.

Enter the name of the Treasurer.

Enter the name of the Municipality.

1. Enter the FY24-25 actual salaries for employees hired prior to January 1, 2010. This amount must be used for all applications for fiscal year 2026 funds.
- 1a. Enter the FY24-25 actual salaries for employees hired on or after January 1, 2010. This amount must be used for all applications for fiscal year 2026 funds.
2. Enter the prior year actuarially required contribution.
3. Prior year contribution listed in item 2 is multiplied by 1.07% to arrive at the current year required contribution.
4. Enter any additional contributions that are required to meet the 15-year solvency test. This amount can be obtained from the current actuarial report.
5. This is the sum of items 4 and 5 and is equal to item B.
6. Enter any extra contributions made by the municipality above the required contributions.
7. This the sum of all municipal contributions made to the pension and relief fund.
8. Enter the overpayment amount, due to error, authorized by City Council, paid to retirees and/or beneficiaries as allowed under WV Code §8-22-27A(d). Also, enter the date the City Council passed the ordinance authorizing the continued overpayments.
- A. Enter the percentage amount contributed by employees. This is the FY24-25 actual contribution made by the employees hired prior to January 1, 2010. It must be at least 7% of Item 1. Item A will automatically calculate after the percentage is entered based on the amount listed in item 1. Pension Plan Board of Trustees may require employees to pay more than 7% of pay to the plan. This additional employee contribution is allowable per WV Code §8-22-19(c). The treasurer shall note the percent of employee contribution as well as the actual amount of the contribution.
- A1. This amount is automatically calculated based on the amount listed in item 1a. This is the FY24-25 actual contribution made by the employees hired on or after January 1, 2010. It is fixed at 9.5% of Item 1a by WV Code §8-22-19(c).

- B. This is the State's allocation for 2026 provided by the Municipal Pensions Oversight Board.
- C. **The Municipal Obligation is the greater of item 3 or item 7, increased by item 8.**
- D. This is the total of items A, A1, B, and C.

After the worksheet is completed, the amount from items A, A1, B, C, and D are entered in the appropriate section on the application form. **You must return the worksheet, the application form, and related documents indicated on the application form to the Municipal Pensions Oversight Board for your application to be processed. DO NOT include the instructions in your submission.**

Descriptions of Asterisk Items from Worksheet

* The "State Share" comes from the Insurance taxes collected by the Insurance commissioner during the 2024 calendar year. Allocation of these funds by the Municipal Pensions Oversight Board is made on September 1, 2025. Actuarial information is based on the Bolton Partners actuarial valuation as of July 1, 2024, as required by §8-22-20 and §8-22-26a (f).

** The municipal obligation as determined by the actuarial report. The obligation will be increased by the amount reported in item 8, Overpayment due to error.

*** From the Actuary's Report

**** Under §8-22-27A(d) if the governing body of the city authorizes continued overpayment due to errors, the city must contribute the amount of the overpayments to the pension fund. Enter the date overpayments were authorized by City Council. Along with the worksheet, submit a copy of the City Council meeting minutes where the overpayments have been authorized by a city ordinance, the first year the authorization is in place.