

## DVFA Tips for Submitting Payments

All payments should be forwarded directly to DVFA Main Office c/o Terry M. Whitham, DVFA Treasurer, NOT the Office of Pensions or his home address.

The following **three** items should be forwarded to him when submitting the payment.

- **Fire Company's FINAL Bill**
- **Fire Auxiliary's FINAL Bill**
- **Check for Payment** - Preferably one check but will accept two
  - Prior to submitting the payment, please confirm that the total amount on the final bill matches the check amount paid. If you are submitting one check, please ensure that the total amount due from both final bills equals the total of the check being submitted
  - Please do not include copies of the rosters with the payment
- Do not make any adjustments or corrections on the bill once it has been finalized
- Once the billing period is over and the Final Bill has been submitted to the Fire Company/Auxiliary, if there are members who did not receive credit or did receive credit in error, then the Pension Officer must notify the Office of Pensions in a timely manner to request a correction
- Do not add members on the final bill or submit a payment amount that does not match the total of the Final Bill
- Do not make payment adjustments due to errors from previous years
- Please ensure that all members have received the earned credit prior to the bill being finalized
- Please submit the payment by the due date. Daily late fee penalty assessed by DVFA

Ensure the payment is submitted for the correct amount due on the **Final Bill** not the Estimated Bill.

## **Past Service**

In order for any service credit to be corrected for past years, it is the Fire Company/Auxiliary and members' responsibility to provide documentation that service credit was earned and that member contributions were paid for the particular billing year. Without documentation, the Office of Pensions is unable to adjust any prior service. All corrections should be addressed by the Pension Officer with the Office of Pensions. Pension Officers are responsible to ensure that members are receiving the credit earned and corrections are submitted to the Office of Pensions in a timely manner. Pension Officers are encouraged to inform members that they are responsible for reviewing annual statements, sent typically during the month of April, and ensuring that they are receiving service credit for volunteer service earned.

All pension forms and documentation (i.e. Pension Applications, P-1 Forms and WB Forms) should be submitted directly to the Office of Pensions.