

**Email Message – September 25, 2024**

**TO:** Certifying Officers of the PERS, TPAF, PFRS, and SPRS

**FROM:** The New Jersey Division of Pensions & Benefits (NJDPB)

**SUBJECT: Certified Loan Request Updates**

This notice is to advise that the *Certified Loan Request* has been updated to include the printed name, signature, and email address of the Certifying Officer completing the application. Please dispose of any paper applications you may have been using prior to today's date and use the attached application going forward. This application is also available on our website at [www.nj.gov/treasury/pensions](http://www.nj.gov/treasury/pensions) under the "Forms" dropdown in the "Employers" tab.

It is important to note that all sections of the form must be completed in their entirety by both the member and the Certifying Officer or the application will not be processed. Completed applications must be emailed to: [PensionsLoans@treas.nj.gov](mailto:PensionsLoans@treas.nj.gov) Applications received via fax or mail will not be accepted.

We thank you for your anticipated cooperation.

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Do not reply to this email message or mailbox. Incoming messages cannot be received. If you have questions or concerns about the content of this message, contact the New Jersey Division of Pensions & Benefits at: [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov) or go to <https://www.state.nj.us/treasury/assets/contact/pensions/contact-pensions.shtml>