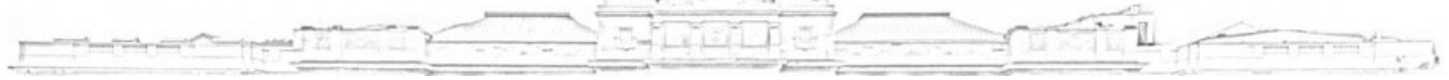




ADMINISTRATIVE RULES OF MONTANA



2.43.1406 MAILING FOR NONPROFIT RETIREE ORGANIZATIONS

- (1) MPERA may mail materials or contract to have materials mailed to retirees for eligible nonprofit retiree organizations.
 - (a) Contractors who mail materials for eligible nonprofit retiree organizations must agree to keep addresses confidential and to destroy all address sources immediately following completion of the mailing.
 - (b) The information may also be sent to system participants as a part of or in addition to regular newsletters.
- (2) Eligible nonprofit retiree organizations must be tax exempt under section 501(c)(4) of the Internal Revenue Code. They must also hold a nonprofit mailing permit from the U.S. Postal Service.
- (3) MPERA will provide application forms. A nonprofit retiree organization must submit an application to MPERA at least one month before any mailing. An application packet must contain:
 - (a) an application form signed by an officer of the organization;
 - (b) a copy of the IRS letter exempting the organization under section 501(c)(4) of the tax code;
 - (c) a copy of the certificate of incorporation as a nonprofit entity in Montana;
 - (d) if requesting bulk mailing, a copy of the organization's current U.S. Postal Mailing Permit; and
 - (e) an exact copy of the materials to be mailed.
- (4) Upon approval, MPERA will provide the nonprofit retiree organization the estimated cost of the mailing. For bulk mailing, MPERA will provide a proposed completion date.
- (5) When the mailing is complete, MPERA will bill the nonprofit retiree organization for the cost of the mailing. For mail inserted with estimates, MPERA will send the organization a bill each month. All charges must be paid within 30 days of billing. Thereafter, MPERA will charge the greater of interest at 9% compounded monthly from the billing date or \$10 per day.

Authorizing statute(s): 19-2-403, MCA

Implementing statute(s): 2-6-109, 19-2-403, MCA

History: NEW, 1995 MAR p. 1318, Eff. 7/14/95; AMD, 1998 MAR p. 920, Eff. 4/17/98; AMD & TRANS, from ARM 2.43.308, 2008 MAR p. 2467, Eff. 12/1/08.