**Section 1650.110 Membership Records**

a) Every member shall provide information with respect to his or her date of birth, Social Security number and home address including a facsimile of his or her signature.

b) Creditable service and salary is established by submission of annual reports (filed by the member's employer), an affidavit of a school official based upon existing school records, or copies of contracts, board minutes, memoranda, payroll records and other materials as requested by the System for assistance in making the necessary determinations. If the preceding documentation is unavailable, the member shall submit at least one of the following types of documentation in the following order of priority:

1) Certified records of the Chief Educational Officer of the County in which the member was employed.

2) Income tax records for the entire time period showing employment as a teacher.

3) Certified records of another retirement system.

4) Other contemporaneous documentation that reliably supports the service credit to be established while eliminating the possibility of mistake or fraud.

(Source: Amended at 32 Ill. Reg. 13534, effective August 6, 2008)