



POWER OF ATTORNEY INSTRUCTIONS

PLEASE READ CAREFULLY BEFORE YOU SUBMIT YOUR POWER OF ATTORNEY, AS ADDITIONAL DOCUMENTATION IS REQUIRED FOR PROCESSING

The SFERS Special Durable Power of Attorney is a special power of attorney because it only authorizes your attorney-in-fact to handle your SFERS retirement affairs. Having a SFERS Special Durable Power of Attorney on file with us ensures that your designated attorney-in-fact will be able to perform important duties concerning your SFERS business, such as address changes, federal or state tax withholding changes, replacement of lost or stolen retirement checks, changes to beneficiary designations, or retirement benefit elections should you become unable to act on your own behalf.

While we prefer that SFERS members use the SFERS Special Durable Power of Attorney form, SFERS will also accept other power of attorney forms that grant the attorney-in-fact authority to conduct business with us.

In addition to the complete and fully executed Power of Attorney, the following documentation must also be submitted in order for SFERS to review and accept your Power of Attorney:

1. A photocopy of the Attorney-in-Fact's valid photo ID (driver's license, state issued ID or passport).
2. A statement, signed by the Attorney-in-Fact, declaring where the member is currently residing. If the member resides in an assisted-living or other facility, please submit verification from the facility (a copy of the bill or a letter from the facility).
3. If this Power of Attorney becomes effective only at the time of incapacity, SFERS requires that you send written declarations from two (2) physicians to show incapacity.
4. If the Power of Attorney that is submitted was executed more than 18 months prior to submission to SFERS, the Attorney-in-Fact must complete and sign the "Declaration of Attorney-In-Fact". This document must be notarized or witnessed by a SFERS staff person to be accepted. The form is available on our website.