

WHY DO YOU NEED A DURABLE POWER OF ATTORNEY?

The Cincinnati Retirement System cannot disclose, discuss, or transact business with anyone but a pensioner, or the pensioner's Durable Power of Attorney, regarding the pensioner's benefits.

If you (the pensioner) become disabled or incapacitated or otherwise unable to manage your own affairs, the Cincinnati Retirement System must have a valid Durable Power of Attorney document (for financial purposes) on file which designates an individual who is responsible for making ANY changes (such as a change of address or a change to your direct deposit information (bank account) for your monthly pension benefit) on your behalf.

For CRS purposes, a Durable Power of Attorney needs to be effective immediately upon the date of your signature. If a Power of Attorney only becomes effective upon your mental incapacity as certified by a licensed physician, CRS cannot accept the document until that physician's certification is provided to CRS.

WHAT IS A DURABLE POWER OF ATTORNEY?

A Durable Power of Attorney document (for Financial Purposes) authorizes someone else, other than you, the pensioner, to manage certain matters and affairs, such as finances, on your behalf. A Durable Power of Attorney will remain in effect even if you become disabled, either physically or mentally.

With a Durable Power of Attorney, you can designate a family member or someone else that you trust to manage your affairs as your agent. The person you designate as your agent does NOT need to be an attorney. Under the Durable Power of Attorney, your agent can manage a variety of transactions on your behalf, such as, but not limited to:

- Buying and selling property;
- Managing your bank accounts;
- Filing tax returns;
- Applying for government benefits.

Your Durable Power of Attorney document will specify the limits of authority for the individual you have designated as your Power of Attorney. A Durable Power of Attorney for Healthcare is not valid for CRS purposes.

HOW DO YOU GET A DURABLE POWER OF ATTORNEY?

Pensioners should contact an attorney to prepare and execute a Durable Power of Attorney form. In addition, there are local agencies that might be able to assist you in preparing and executing a Durable Power of Attorney form:

- Ohio residents can call ProSeniors Inc. at 513-345-4160;
- Kentucky residents can call Legal Aid of the Bluegrass at 859-431-8200;
- Indiana residents can call Indiana Legal Services Inc. at 812-945-4123.

Once the document is prepared and completed, the Pensioner will need to sign the Durable Power of Attorney form and have their signature notarized.

WHAT ARE MY NEXT STEPS?

Once you have executed your Durable Power of Attorney, send a copy of the entire document to the Cincinnati Retirement System at 801 Plum Street, Suite 328, Cincinnati, Ohio 45202.

Once we receive your Durable Power of Attorney document, CRS will update your contact information to include your Agent's name. Be sure that you provide a valid phone number and address for your agent so that CRS can contact them if needed.

As a reminder, the Cincinnati Retirement System cannot and does not provide legal or financial advice to anyone.