



Please type or print clearly
in blue or black ink

Employer Location Code

□ □ □ □ □

Received Date

[Empty box for Received Date]

Adjustment Report Label for Pension Integrity Bureau

RS 5528
(Rev. 03/23)

PLEASE COMPLETE THE FOLLOWING:

EMPLOYER NAME: _____

TODAY'S DATE: _____
(MM/DD/YY)

PLEASE DO NOT WRITE IN BOX BELOW

BEFORE YOU MAIL:

1. Totals on this label should only reflect amounts on the attached RS 5527's.
2. Are all negative entries on RS 5527 enclosed in parenthesis?
3. Are positive and negative entries shown in separate lines?
4. REMEMBER: For refunds, see instructions on reverse of RS 5527.

Total Days Adj. _____

Total Days Should Be _____

Total Salary Adj. _____

Total Salary Should Be _____

Number of Pages in This Report _____

REPORT SEQUENCE #

STANDARD BATCH JOB: DDADJUST

BATCH NAME: DD _____

OPERATOR: _____ DATE: _____

VERIFIER: _____ DATE: _____

INSTRUCTIONS FOR COMPLETING ADJUSTMENT REPORT LABEL (RS 5528)

EACH REPORT CODE MUST BE REPORTED SEPARATELY.

FOR A REFUND, SEE INSTRUCTIONS ON REVERSE OF RS 5527.

- Enter the proper name of the public employer in the space provided.
- Enter your employer code (5 digits) in the space provided (header).
- Enter the date the label is completed in the space provided (Today's Date).
- Be sure that each total on RS 5528 equals the sum of the attached RS 5527 Adjustment Report(s).
- One RS 5528 may be used for several RS 5527's.
- Make a copy of the RS 5528.
- Staple the original RS 5528 to the RS 5527 Adjustment Reports.
- Keep a copy for your records.
- Mail the complete package to the address shown above.
- If you have any questions, please contact the Pension Integrity Bureau at (518) 402-3815.