**Section 1650.1118 Alternate Payee's Address**

a) An alternate payee is responsible to report to the System in writing of each change in his or her name and mailing address.

b) When a member's retirement benefit, lump-sum death benefit, or refund subject to a QILDRO becomes payable, the System will send notice to the last address of the alternate payee reported to the System that the benefit or refund is payable. Other than sending such notice, the System shall have no duty to take any other action to locate an alternate payee.

c) The 180-day period during which the System will hold the retirement benefit, lump-sum death benefit, or refund as provided in Section 1-119(e)(2) of the Act [40 ILCS 5/1-119(e)(2)] begins on the date that the notice described in subsection (b) of this Section is sent to the last address of the alternate payee reported to the System, or on the date that the retirement benefit, lump-sum death benefit, or refund becomes payable, whichever is later.

d) If the System does not receive written confirmation of the alternate payee's current mailing address within the 180-day period, any amounts held will be paid to the regular payee, except for the situation described in subsection (e) of this Section.

e) For partial member's refunds as defined in Section 1650.1110(g), if the System knows the alternate payee's current mailing address but does not receive a completed withholding election form within the 180-day period, any amount held will be paid to the alternate payee, subject to mandatory 20 percent federal income tax withholding.

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