

**From:** Danny Varat <DannyVarat@scstatehouse.gov>  
**To:** Catherine McNicollCatherineMcNicoll@scstatehouse.gov  
**Date:** 2/21/2017 2:34:33 PM  
**Subject:** Fw: Form 6504 received and processed for employer code 107.00

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Your thoughts?

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From: Linda Glass  
Sent: Tuesday, February 21, 2017 2:22 PM  
To: Danny Varat  
Subject: FW: Form 6504 received and processed for employer code 107.00

Good afternoon, Mr. Varat,

I have received and processed the form 6504 for employer code 107.00. Please be aware as the Authorizing Contact for the Office of Lt Governor, all new users to the Retirement EES system will have to be signed off by you via the form 6505. To expedite the processing of a form 6505, please complete the online enrollment process prior to submitting the form 6505.

You are currently the Authorizing Contact by signature only. I would highly recommend you send me a form 6505 for you to become an active user and possibly another person as a backup. The form 6505 must be signed by you in the area of Authorizing Contact and Designated Agent also, if the access is to be for you. If the access is for another employee, then you will only sign in the area of the Authorizing Contact.

Contact me directly if you have any questions.

Thank you,

Linda Glass

[Linda Glass, AIC](#)

Retirement Member Account Services - AFC

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