



Ohio Police & Fire Pension Fund
 140 East Town Street
 Columbus, OH 43215
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 Email: questions@op-f.org
 www.op-f.org

PENALTY REDUCTION REQUEST FORM

Under Ohio Administrative Code Section 742-8-13 (click link here), the Ohio Police & Fire Pension Fund (OP&F) has the authority to reduce certain statutory penalties by up to 75 percent, if the employer is in good standing, as defined under the Rule. If an OP&F employer believes they qualify for a reduction under the special penalty provision, please check the applicable box in Section B below.

The employer must also send a letter along with this form explaining the circumstances that resulted in the penalty being assessed. Contact OP&F Employer Education Manager John Davis at (614)-628-8255 with questions. Please attach and send the completed form with the letter and send via email or fax to:

email: jdavis@op-f.org

fax: (614) 564-1576

Section A: Employer Information

Employer name:	Employer code:
Employer phone:	Employer fax:
Employer representative:	Title:
Employer representative's e-mail:	

Section B: Reason for requesting penalty reduction

Please check the applicable box below on why you should qualify for a penalty reduction:

- The clerk/payroll officer s a new employee, hired within the past year and did not undergo OP&F training prior to the filing/payment in question.
- The employer is a new filer with OP&F and the employee responsible for the report and/or payment, did not undergo training prior to the filing /payment.
- An act of God (i.e. natural disaster, fire, flood.) adversely impacted the employer's ability to timely file the report and/or pay the required contributions. This does not apply to computer problems, or the employee being ill on or around the deadline date.
- The employee responsible for the filing /payment was on a medical leave that exceeded 90 days.
- Theft in office occurred by the employee responsible for the filing /payment.
- The penalties arising out of the filing/payment in question will result in the employer being declared in fiscal emergency.
- The employer is a new user of OP&F's online reporting/payment system and as a result, the employer missed the deadline and incurred a penalty.

Section C: Signature and acknowledgement

- A letter explaining the circumstances that resulted in the penalty being assessed is accompanying this form

Employer Representative's signature:	Date of signature:
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OP&F OFFICE USE ONLY:	<input type="checkbox"/> request approved	<input type="checkbox"/> request denied
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