

We are currently updating all Document Types and Document Descriptions in Docuware so it is uniform for all. The following are the only Document Types, as well as a list of what should fall under each Type.

Type	Document Description
Accounting	Annual Ledgers
Audit	Cash receipt for payments w/documentation
Audit	SAD tax sheet (w/supporting documents)
Audit	Refund tax sheet (w/supporting documents)
Audit	Monthly manual/voids
Audit	Disability check register
Audit	Refund report
Audit	Annuity check register
Audit	Form 1099's
Audit	Bank statements - annuity and general
Audit	Bank deposits
Audit	NT monthly transactions
Audit	TAX/ACH summary
Audit	Payroll journals
Audit	General check register
Audit	Monthly JV's
Benefits	Beneficiary Form
Calculations	Pension Estimate documentation
Calculations	Pre-entry documentation
Calculations	Refund Repayment
Calculations	Additional Service
Corr-Disability	WC offset letters
Corr-Disability	WC offset payment
Corr-Pension	Pension contribution letter

Corr-Pension	Annual member statements
Corr-Pension	Power of Attorney
Corr-Pension	Direct deposit Form
Corr-Pension	W4P form
Corr-Pension	Pension breakdown
Corr-Pension	Child(ren) retirement paperwork/calculations
Corr-Retirement	Change of Address Form
Corr-Retirement	Change of Credit Union
Corr-Retirement	Pension verification letter
Corr-Retirement	Affidavit/check reissue
Corr-Retirement	Nursing home paperwork
Death	Death paperwork
Disability	Duty disability paperwork
Disability	Ordinary disability paperwork
Marital Card	Marital Card
Membership	Membership Record
Membership	Birth certificate/Passport
Membership	Marriage license
Membership	Divorce decrees
Membership	QILDRO paperwork/letters/correspondence
Reciprocal Retirement	Reciprocal retirement paperwork/calculations
Refunds	Refund of Employee Contributions
Retirement	Pension award letters
Retirement	Retirement paperwork/calculations
Retirement	Spousal retirement paperwork/calculations