



TOIRMA Update

Renewal Packets

IT IS THE TIME OF YEAR when many important things will arrive in the mail. One of these is the TOIRMA Renewal Packet which will be mailed to the contact person of the township on January 14, 2011 and is due back to us before March 1, 2011.

The renewal packet should be checked for the following:

1. Complete listing of township property.
2. Complete listing of road district property.
3. Current values placed on each entry for both entities.
4. Review the estimated payroll figures.
5. Complete the general liability questions.

TOIRMA encourages both the Supervisor and the Highway Commissioner to review the renewal packet and sign and date the forms. The information on these forms is required to make sure everything is covered and may also be viewed by the other elected officials for accuracy.

Our letter of instruction which is included also encourages a copy be made and retained as part of the township records. That helps those at the township have something to refer to in case there should be a claim or questions about the values.

Once these documents have been completed, please get them mailed back to the correct address so our records can be updated as we prepare the billing for the renewal process. Although the return due date is March 1, 2011, please do not wait until that date if you have them completed. It will assist those who have to make the changes if they don't all arrive at once. Your cooperation in this matter will be greatly appreciated and assists us in containing our cost of doing business for you.

As we approach the calendar year of 2011, there will be many changes occurring within our members. Townships will build additional buildings or trade or purchase additional equipment. When these changes occur, please call and update your information so our records reflect the changes. Most of our members are very good about reporting changes, but occasionally

we do get the comment "we bought that equipment or built that building two years ago." That comment is exactly the reason we mail the renewal packet to the members so everyone has an opportunity to update the information.

In the next 3-4 months, the contact person for those who are TOIRMA members will be receiving additional important mailings from TOIRMA. When those mailings arrive, please take the appropriate action required and assist us as we try to reduce the number of calls required to follow up on those who do not comply. Compliance will also allow us to devote more time to additional aspects of the program.

As always, please call if I can be of assistance.

— Rod



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