

Email message – February 15, 2024

**TO:** Certifying Officers, All Funds  
**FROM:** New Jersey Division of Pensions & Benefits (NJDPB)  
**SUBJECT: Employee Membership Number Requests**

The purpose of this notification is to provide information to employers regarding their responsibility to assist employees with requests for pension membership numbers. The role of the employer requires a significant level of employee familiarity, which supports the proper verification of employee identity necessary to comply with requests for this critical piece of information. As such, the employer should not refer employees to the NJDPB with pension membership number requests, and this confidential information should only be made available after the employee's identity has been authenticated by the employer.

The NJDPB will not supply employees with this protected information. Safeguarding sensitive and personal information, including employee pension membership numbers, has been a part of the NJDPB's recent efforts to prevent pension fraud and abuse. The fulfillment of membership number requests by the NJDPB has the potential to expose employees to pension fraud and/or personal identity theft, as the NJDPB does not have the capability to verify employee identity as effectively and definitively as the employer.

We appreciate your cooperation with this important matter.

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