



Public Employees' Retirement System of Nevada
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Toll Free 1-866-473-7768 Website www.nvpers.org

Change of Authority Designation
(To be completed by the Liaison Officer)

Agency Name: \_\_\_\_\_ PERS Agency #: \_\_\_\_\_
Agency Address: \_\_\_\_\_
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_
Agency Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

The Liaison Officer may use this form to add or delete an agency contact on file with PERS.
Current designations may be viewed through your agency web account.

Please select all that apply:
[ ] Deputy Agency Liaison Officer
[ ] Signature Authority
[ ] Web Administrator
[ ] Payroll Specialist
[ ] Forms Submission Clerk

Please select one:
[ ] Add Authority
[ ] Delete Authority

Print Name Signature Last Four Digits of SSN
Email Address Phone Number

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Please select all that apply:
[ ] Deputy Agency Liaison Officer
[ ] Signature Authority
[ ] Web Administrator
[ ] Payroll Specialist
[ ] Forms Submission Clerk

Please select one:
[ ] Add Authority
[ ] Delete Authority

Print Name Signature Last Four Digits of SSN
Email Address Phone Number

Agency Liaison Officer: \_\_\_\_\_ Date: \_\_\_\_\_

(Note: This form supersedes all previously submitted forms)

# **What type of Authority is needed?**

## **Deputy Agency Liaison Officer**

The Liaison Officer may designate up to three employees to serve in the same capacity as a Liaison Officer. A Deputy Liaison Officer serves to certify records, receive information and coordinate matters pertaining to retirement between the system and members or the public employer. A Deputy Liaison Officer can complete a disability application on behalf of employees within their agency, receive information regarding retiree accounts and receive detailed employee account information. The employee selected as the Deputy Liaison Officer must be a member of the System through his or her employment with the public employer.

## **Signature Authority**

The Liaison Officer may designate employees to serve as Signature Authorities for the agency. Signature Authorities are allowed access to information provided from their agency to PERS, such as enrollment and termination forms, and wage and contribution information.

## **Web Administrator or Payroll Specialist**

The Liaison Officer may designate a Web Administrator and Payroll Specialists to perform payroll reporting duties through the PERS website.

## **Forms Submission Clerks**

The Liaison Officer may designate Forms Submission Clerks to access and submit PERS forms through the secure file transfer feature on the PERS website. The Forms Submission Clerks will not have the ability to sign PERS forms or access any employee account information.