

Retirement Board

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Memorandum

To: Retirement Liaison Officers

From: Charyl Lacombe, Director
Employer, Production, and Pension Services

Date: September 11, 2023

Re: PERS Member enrollment and Change of Member Contribution Plan form

In order to facilitate enrollment of eligible PERS members, and the efficient processing of monthly retirement reports, the revised Member enrollment and Change of Member Contribution Plan forms have been included for your immediate use.

PERS Official Policy 3.46 provides “New hires at a choice employer shall be enrolled in the employee/employer contribution plan unless they elected employer pay by providing a change of member contribution plan designation to the System.”

Please be advised effective November 1, 2023, PERS will no longer accept prior versions of the Member Enrollment or Change of Member Contribution Plan form.

Should you have any questions, please contact Charyl Lacombe at (775) 687-4200 x 228.