



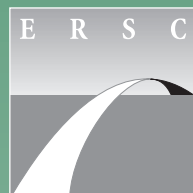
# STATE PENSION ENROLLMENT

## Enrollment Is Mandatory and Protects Your Pension and Death Benefits

*As a condition of employment, eligible employees are required to properly enroll in the State Pension Plan. Enrollment is completed in the three easy steps shown below. Failure to complete your enrollment within 30 days of employment may result in a \$100 fine assessed to MCPS by the State Retirement Agency. Any such fines assessed to MCPS will be deducted from your future pay.*

- ▲ Complete State Form 1 Application for Membership (no cross outs) available from ERSC or online at:  
[http://www.montgomeryschoolsmd.org/departments/ersc/docs/sra\\_application.pdf](http://www.montgomeryschoolsmd.org/departments/ersc/docs/sra_application.pdf)
- ▲ Complete State Form 4 Designation of Beneficiary (no cross outs) available from ERSC or online at:  
[http://www.montgomeryschoolsmd.org/departments/ersc/docs/sra\\_beneficiary\\_designation.pdf](http://www.montgomeryschoolsmd.org/departments/ersc/docs/sra_beneficiary_designation.pdf)
- ▲ Attach a Copy of your Driver's License or Birth Certificate as Proof of Birth Date

**SEND ALL COMPLETED FORMS TO:  
EMPLOYEE and RETIREE SERVICE CENTER (ERSC)**



### **EMPLOYEE and RETIREE SERVICE CENTER (ERSC)**

7361 Calhoun Place, Suite 190  
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Web: [www.montgomeryschoolsmd.org/departments/ersc/](http://www.montgomeryschoolsmd.org/departments/ersc/)