



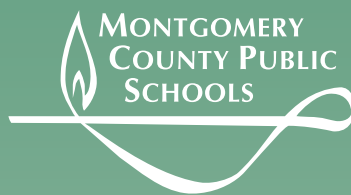
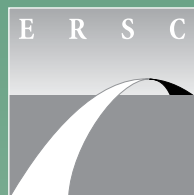
STATE PENSION ENROLLMENT

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. State law requires the enrollment be completed within 30 days of employment. Failure to complete your enrollment in a timely manner may result in a \$100 fine assessed to MCPS by the State Retirement Agency. Any such fines will be deducted from your future pay. Enrollment is completed in the three easy steps shown below.

- ▲ Complete State Form 1 Application for Membership (no cross outs) available from ERSC or online at:
http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/retirement-planning/sra_application.pdf
- ▲ Complete State Form 4 Designation of Beneficiary (no cross outs) available from ERSC or online at:
http://www.montgomeryschoolsmd.org/uploadedFiles/departments/ersc/employees/benefits/retirement-savings/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)

45 West Gude Drive, Suite 1200
Rockville, MD 20850

Phone: 301.517.8100

E-mail: ersc@mcpsmd.org

Web: www.montgomeryschoolsmd.org/departments/ersc/