

# STATE PENSION ENROLLMENT

## DOS & ...

- Complete and submit the current MCPS Form 455-3, *Membership Information for Maryland State and Montgomery County Public Schools Pension Plans* and State Form 4: *Designation of Beneficiary*. Both are available at [www.montgomeryschoolsmd.org/departments/ersc/employees/forms/](http://www.montgomeryschoolsmd.org/departments/ersc/employees/forms/)

- Provide proof of your date of birth by providing a legible copy of your current, valid driver's license, birth certificate, or passport.

- Sign both MCPS Form 455-3 and State Form 4.

- Make sure to format the birth date(s) on your State Form 4 as follows:

Sample:      01      08      2012  
                  MONTH   DAY   YEAR

- Include each beneficiary's full address on State Form 4.

- Sign State Form 4 at the time you have it notarized. Make sure the date you sign it and the date it is notarized are the same. Review the graphic at right to see examples of correctly and incorrectly notarized forms.

- Check to be sure you have entered your social security number correctly.

- Either mail originals of your completed MCPS Form 455-3, State Form 4, and date of birth proof to—  
 Employee and Retiree Service Center  
 45 West Gude Drive  
 Rockville, Maryland 20850  
 OR, if the notary seal is clearly visible, you may scan and email the forms/documents to: [ERSC@mcpsmd.org](mailto:ERSC@mcpsmd.org)

- Complete and submit a new form if you must make a correction.

- If you complete a new form, you must resubmit ALL of the documentation: MCPS Form 455-3, State Form 4, and date of birth proof.

## DON'TS

- Forget to fill the forms out completely; i.e., answer every question.

- Forget to provide proof of your date of birth.

- Forget to sign the both forms.

- Use less than two digits for months and days, or less than four digits for years.

- Write "same" or "same address" in the space for a beneficiary's address. Provide the full address.

- Have the Designation of Beneficiary form notarized on a different date than you sign it or make other errors when having your form notarized (see graphic at right).

- Insert an incorrect social security number.

- Fax your MCPS Form 455-33 and State Form 4.

- Submit required forms or documentation with cross-outs, overwrites or correction fluid on them.

- Submit corrected forms without all other required documentation.

## Notarize Correctly to Avoid Delays in Form Processing

The graphics below show some of the common errors made when notarizing the Designation of Beneficiary form. Work with your notary to ensure your form is signed and notarized correctly to avoid delays in processing your state pension enrollment forms.

Remember—

- You must sign the Designation of Beneficiary form in the presence of your notary.
- The date you sign the form must be the same date it is notarized.
- No cross-outs, overwrites or correction fluid may be on the form.

**Stop!**  
 Dates do not match.

**Stop!**  
 Name is missing.

**Stop!**  
 Seal is not visible.

**Go!**

Signature: John Member      Date: July 18, 2016

This form must be signed and notarized in order to be valid.

State of Maryland County of Garrett (or City of Baltimore)

On this 20 day of July, 2016, before me, the undersigned officer, personally appeared \_\_\_\_\_ known to me

NAME OF PERSON WHOSE SIGNATURE IS BEING ACKNOWLEDGED \*

(or satisfactorily proven) to be the person whose name is subscribed to the within instrument and acknowledged that (he/she) executed the same for the purposes therein contained. In witness whereof I hereunto set my hand and official seal.

Signature of Notary Public: Jane Citizen

Printed Name of Notary Public: Jane Citizen My Commission Expires 11/1/19

\*IMPORTANT: If the name of the individual whose signature is being acknowledged is not filled in, this form will be INVALID and have no legal effect.

**PERFECT!**