Employee and Retiree Service Center
The Bulletin—August 19, 2026

Complete Your State Pension Plan Enrollment Within 30 Days

New employees who are eligible for the Maryland State Teachers' Pension Plan must enroll within 30 days of employment to ensure they receive the appropriate retirement credit for their service with Montgomery County Public Schools (MCPS).

Enrollment in the Maryland State Teachers Reformed Pension Plan can be completed in three simple steps. Before completing the required forms, be sure to review the State Pension Enrollment Dos and Don'ts to help avoid processing delays.

How to Enroll

Step 1
Complete MCPS Form 455-3, *Membership Information for Maryland State and Montgomery County Public Schools Pension Plans*.

Important: Do not use cross-outs, overwrites, or correction fluid on the form.

Step 2
Complete MSRA Form 4: *Designation of Beneficiary*

Important: This form must be notarized. Do not use cross-outs, overwrites, or correction fluid.

Step 3
Attach a legible copy of one of the following documents as proof of your birth date:

- driver's license
- birth certificate
- passport

Submit Your Enrollment Documents

Once your forms are complete, submit all required documents using one of the following methods:

- **Mail (Pony or USPS**)
  Employee and Retiree Service Center (ERSC)
  45 West Gude Drive, Suite 1200
  Rockville, Maryland 20850
- **Email**
  If the notary seal is clearly visible, you may scan and email the forms and documents to *ersc@mcpsmd.org*.

Please do not send your forms directly to the Maryland State Retirement Agency.. All forms must first be submitted to ERSC. After reviewing and completing the retirement coordinator’s section, ERSC will forward your enrollment materials to the MSRA.