

DESIGNATION OF RETIREMENT PLAN ELECTION
Higher Education Employment Only

CO-931h Rev. 9/2017

Page 1 of 2

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
RETIREMENT SERVICES DIVISION

General Instructions: This form is to be completed for all employees hired in an institution of higher education or the board of higher education central office only.

This form must be completed by the employing agency in conjunction with the employee, signed by both the employee and agency staff in Section IV and returned to the Retirement Services Division as soon as possible following the individual's employment date or effective date of any change.

CHECK TYPES OF ACTIONS BEING SUBMITTED ON THIS FORM

NEW EMPLOYEE **RE-EMPLOYED** **MULTIPLE EMPLOYMENT** **AGENCY TRANSFER** **TRANSFER TO OR FROM HAZARDOUS DUTY** **CHANGE IN RETIREMENT ELIGIBILITY STATUS**

I. EMPLOYEE PERSONAL INFORMATION

LAST NAME	FIRST NAME	M.I.	EMPLOYEE NO.	SOCIAL SECURITY NUMBER	DATE OF BIRTH	GENDER MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
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ADDRESS (Street No., Name) (City, State, Zip Code)

MARITAL STATUS	MARRIED <input type="checkbox"/>	DATE OF MARRIAGE	NAME OF SPOUSE
	SINGLE <input type="checkbox"/>		

DO YOU HAVE A PENSION DIVISION ORDER ("QDRO") AS A RESULT OF DIVORCE/LEGAL SEPARATION? YES NO

IF YES, HAS THE ORDER BEEN SUBMITTED TO AND ACCEPTED BY THE RETIREMENT SERVICES DIVISION? YES NO

II. EMPLOYMENT INFORMATION

EMPLOYING AGENCY	RECORD NUMBER	AGENCY ADDRESS
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EMPLOYMENT DATE/EFFECTIVE DATE	BARG UNIT	CORE-CT JOB CODE	EMPLOYMENT STATUS	TYPE STATUS
			Full-time <input type="checkbox"/> Part-time <input type="checkbox"/>	Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Durational <input type="checkbox"/> Intermittent <input type="checkbox"/>

IS EMPLOYEE CURRENTLY EMPLOYED WITH ANOTHER STATE AGENCY? YES If YES, provide Agency Name
NO

HAS EMPLOYEE WORKED FOR THE STATE BEFORE? YES If YES, provide Agency Name and termination date
NO

III. RETIREMENT INFORMATION

As a condition of employment with the State of Connecticut, all faculty and staff members must participate in a retirement plan with the exception of part-time Adjunct Faculty members. Part-time Adjunct Faculty members may elect to waive retirement plan membership.

Classified employees in higher education automatically become members of the State Employees Retirement System (SERS).

Unclassified employees must make a **one-time irrevocable election** of retirement plan membership. **Serious consideration must be given to the election of a retirement plan, as it is an irrevocable decision. Election must be made by the first day of employment. The proper retirement plan contributions must be deducted from the employee's first paycheck.**

Special note: If you elect the ARP, Hybrid or TRS and are subsequently employed in a position ineligible for participation in these plans, you will automatically begin participation in SERS.

See page 2 for retirement plan election choices.

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Page 2 of 2

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RETIREMENT SERVICES DIVISION

Please review Retirement Options for Higher Education employees on the OSC website at osc.ct.gov.
Please indicate your irrevocable retirement plan election below.

Option 1 - State Employees Retirement System

(select applicable Tier) Tier I Tier II Tier IIA Tier III Tier IV

Hazardous Duty? Yes No

Option 2 - Alternate Retirement Program (ARP)

Employee contribution 5%

or

Employee contribution 6.5% (default)

Option 3 - State Employees Retirement System Hybrid Plan (Hybrid)

Option 4 - Teachers Retirement System (TRS)

Option 5 - Waiver (part-time adjuncts only)

Ineligible for retirement plan membership Reason: _____

IV. MEMBER'S STATEMENT

Please note: If this form is not received by your Human Resources office by the first day of employment, you will be defaulted into a retirement plan based on your bargaining unit. This default is irrevocable.

I understand that this is an irrevocable decision, and I cannot, at a later date, choose to participate in another plan.

EMPLOYEE'S SIGNATURE	EMPLOYEE NUMBER	DATE
AUTHORIZED AGENCY SIGNATURE (& TITLE)	PHONE	DATE

Forward completed form to: Retirement Services Division, Customer Service Center, 55 Elm Street, Hartford, CT 06106. Agency should retain one copy and provide one copy to employee.

This form must be accompanied by Form CO-999 "Designation of Retirement Plan Beneficiary".

DESIGNATION OF RETIREMENT PLAN BENEFICIARY

CO-999 9/2017

STATE OF CONNECTICUT
OFFICE OF THE STATE COMPTROLLER
RETIREMENT SERVICES DIVISION**I. EMPLOYEE PERSONAL INFORMATION**

LAST NAME	FIRST NAME	M.I.	EMPLOYEE NO.	SOCIAL SECURITY NUMBER	DATE OF BIRTH	GENDER	MALE <input type="checkbox"/>	FEMALE <input type="checkbox"/>
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ADDRESS (Street No., Name) (City, State, Zip Code)

MARITAL STATUS	MARRIED <input type="checkbox"/>	DATE OF MARRIAGE	NAME OF SPOUSE
	SINGLE <input type="checkbox"/>		

DO YOU HAVE A PENSION DIVISION ORDER ("QDRO") AS A RESULT OF DIVORCE/LEGAL SEPARATION? YES NO IF YES, HAS THE ORDER BEEN SUBMITTED TO AND ACCEPTED BY THE RETIREMENT SERVICES DIVISION? YES NO **II. BENEFICIARY DESIGNATION**

Primary beneficiary(ies) must equal 100%. Contingent beneficiary(ies) must equal 100%. Please use whole percentages. If there are more than (4) beneficiaries designated, check the box to the right and attach an additional CO-999 form listing additional beneficiaries.

NAME OF BENEFICIARY			PRIMARY <input type="checkbox"/>	SOCIAL SECURITY NUMBER	NAME OF BENEFICIARY			PRIMARY <input type="checkbox"/>	CONTINGENT <input type="checkbox"/>	SOCIAL SECURITY NUMBER
Last Name	First Name	M.I.		NUMBER	Last Name	First Name	M.I.			NUMBER
ADDRESS (Street No., Name)				RELATIONSHIP	ADDRESS (Street No., Name)				RELATIONSHIP	
(City, State, Zip Code)		PERCENT	DATE OF BIRTH		(City, State, Zip Code)		PERCENT	DATE OF BIRTH		

NAME OF BENEFICIARY			PRIMARY <input type="checkbox"/>	CONTINGENT <input type="checkbox"/>	SOCIAL SECURITY NUMBER	NAME OF BENEFICIARY			PRIMARY <input type="checkbox"/>	CONTINGENT <input type="checkbox"/>	SOCIAL SECURITY NUMBER
Last Name	First Name	M.I.			NUMBER	Last Name	First Name	M.I.			NUMBER
ADDRESS (Street No., Name)				RELATIONSHIP	ADDRESS (Street No., Name)				RELATIONSHIP		
(City, State, Zip Code)		PERCENT	DATE OF BIRTH		(City, State, Zip Code)		PERCENT	DATE OF BIRTH			

III. MEMBER'S STATEMENT

I hereby revoke all previous appointments of beneficiaries made by me, if any, and designate the person(s) named above as beneficiary(ies) such person(s) to receive upon my death any and all sums due me from the Retirement System of which I am a member. This designation shall remain in effect unless I subsequently change it by written notice to the Retirement Services Division.

EMPLOYEE'S SIGNATURE	DATE	
AUTHORIZED AGENCY SIGNATURE (& TITLE)	PHONE	DATE

Forward completed form to: Retirement Services Division, Customer Service Center, 55 Elm Street, Hartford, CT 06106. Agency should retain one copy and provide one copy to employee.



STATE OF CONNECTICUT
RETIREMENT SERVICES DIVISION
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IV

For TIER III Plan Members - check here <input type="checkbox"/>
For Hybrid Plan Members - check here <input type="checkbox"/>

RETIREMENT CREDIT PURCHASE REQUEST FOR
PRIOR MISCELLANEOUS SERVICES FORM

CO-991 - Revised 8/2015

- PRIOR MILITARY SERVICE
- PRIOR EMPLOYMENT WITH OTHER STATES
- PRIOR CONNECTICUT MUNICIPAL EMPLOYEES RETIREMENT SERVICE

PLEASE TYPE OR PRINT

Any alterations to this form will NOT be accepted

DESCRIPTION OF PURCHASABLE PRIOR SERVICE AND INSTRUCTIONS for State Employees Retirement System (SERS) members:
Within certain limitations, retirement credit may be obtained for the categories listed below:

WAR SERVICE/NATIONAL EMERGENCY MILITARY SERVICE

Members of SERS are eligible to purchase retirement credit for active duty in the Armed Forces rendered during a period of wartime or national emergency followed by a release under honorable conditions for the time periods categorized by applicable law. **REQUIRED DOCUMENTS:** A copy of discharge papers (DD-214) which clearly show dates of active duty rendered to the Armed Forces with the condition of release (character of service). In some situations, a photocopy of the military retirement credit point history record will be required. (Form 22 is not a sufficient document for retirement review purposes.) Retirement credit shall not exceed ten years in total, nor be awarded if a pension will be or is being received from another source other than the Federal Government for the same period(s). **Cost to member:** 4% x annual full-time rate of compensation upon hire. (Plus, any payroll installment interest - if elected).

EMPLOYMENT WITH OTHER STATE(S)

Active full-time state employment with other state or states which offer similar credit provisions to former employees of the State of Connecticut. **REQUIRED DOCUMENTS:** (a) Official statement indicating employment with other state(s) was full-time; (b) actual dates of service; (c) verification of ineligibility for retirement benefits. **NOTE:** At the time of retirement, you can only be credited with one year of employment with other state(s) for each two years of Connecticut state service. Retirement credit for service to another state shall not exceed ten years in total. **Cost to member:** 6% x annual full-time rate of compensation upon hire plus 5% interest per annum from service date to purchase date.

CONNECTICUT MUNICIPAL EMPLOYMENT

Any prior period of municipal service while a member of the Connecticut Municipal Employees Retirement System (CMERS). **REQUIRED DOCUMENTS:** Name of municipality and actual dates of service. **NOTE:** You may only apply for municipal service credit for periods during which you were a member of the CMERS. Service is not creditable until you have at least ten years of vesting service. **Cost to member:** Contributions made to CMERS plus 5% interest per annum from service date to purchase date.

Be advised that this request for a calculation is non-binding. To receive a cost calculation, fill out this form and return to:
Retirement Services Division, Attn: Retirement Purchase Unit, 55 Elm Street, Hartford, CT 06106-1775.

MEMBER IDENTIFICATION				
EMPLOYEE NUMBER	MEMBER NAME (Last)	First Name	M.I.	MEMBER SOC. SEC. NUMBER (Last 4 digits only)
CURRENT AGENCY/INSTITUTION		BARGAINING UNIT	MEMBER HIRE DATE	
MEMBER MAILING ADDRESS (street number, street name, city, state, zip code)		MEMBER TELEPHONE NUMBER (where you can be reached between 8 a.m. & 4 p.m.)		

MEMBER REQUEST	
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For a Cost Calculation to Purchase Retirement Credit for service listed below, please furnish type of service and dates.

TYPE OF SERVICE	DATES	
	FROM	TO

MEMBER STATEMENT and ACKNOWLEDGEMENT	
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I certify that I have not received and am not entitled to receive any retirement allowance/pension from another source other than the Federal Government for the same years of service I am requesting. I further promise to diligently notify the Retirement Services Division if I become entitled to such a benefit in the future.

Military Service Acknowledgement: I understand that military service must be applied for within one year of commencement of state service.

I have read the information contained on this form and to the best of my knowledge, do not have any qualifying service as described above for which I may receive retirement credit in either Tier III, the Hybrid Plan, or have determined to make future application for municipal service or out of state service.

MEMBER SIGNATURE	DATE
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AGENCY PART	
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All required supporting documents must be attached; otherwise, this form is invalid and it will not be processed.

AGENCY CONTACT PERSON (PLEASE PRINT)	BUSINESS UNIT	TELEPHONE NUMBER	DATE
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