

D U T C H E S S COMMUNITY COLLEGE

RETIREMENT PROGRAM ELECTION FORM AND QUESTIONNAIRE

THIS FORM MUST BE SUBMITTED TO THE OFFICE OF HUMAN RESOURCES WITHIN 30 DAYS OF HIRE

NAME _____ SOC. SEC. NO. _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

BIRTHDATE _____ TELEPHONE _____ Email: _____

PRIOR ENROLLMENT

A. IF YOU HAVE A CONTRACT WITH ONE OF THE FOLLOWING NEW YORK STATE RETIREMENT SYSTEMS YOU MUST INDICATE WHICH RETIREMENT SYSTEM YOU ARE A MEMBER OF AND COMPLETE THE INFORMATION REQUIRED.

NYS TEACHERS' RETIREMENT SYSTEM - TRS

REG. NO. _____ DATE JOINED _____

TIER NO. _____ CONTRIBUTION? YES ____ NO ____

NYS EMPLOYEES' RETIREMENT SYSTEM - ERS

REG. NO. _____ DATE JOINED _____

TIER NO. _____ CONTRIBUTION? YES ____ NO ____

SUNY ORP - TIAA CREF and ALTERNATE FUNDING VEHICLES (Met Life, ING, VALIC)

REG. NO. _____ DATE JOINED _____

TIER NO. _____ CONTRIBUTION? YES ____ NO ____

SUNY CONTRACT

NON-SUNY CONTRACT

HAVE YOU RETIRED WITH A DISTRIBUTION OR BEGUN WITHDRAWING FROM YOUR ACCOUNT? YES ____ NO ____

NEW ENROLLMENT

B. IF YOU ARE A NEW FULL-TIME EMPLOYEE AND DO NOT BELONG TO A NEW YORK STATE RETIREMENT SYSTEM, YOU MUST CHOOSE ONE OF THE FOLLOWING WITHIN 30 DAYS OF EMPLOYMENT:

FULL-TIME (WITH APPOINTMENTS OF 3 MONTHS OR MORE), PERMANENT, EMPLOYEES ARE **REQUIRED TO JOIN A RETIREMENT SYSTEM** WITHIN 30 DAYS OF THEIR APPOINTMENT/HIRE DATE. IF NO RETIREMENT SYSTEM IS SELECTED, A DEFAULT ENROLLMENT WILL BE MADE.

NYS TEACHERS' RETIREMENT SYSTEM – TRS

NYS EMPLOYEES' RETIREMENT SYSTEM - ERS

SUNY OPTIONAL RETIREMENT PLAN - ORP – (TIAA CREF, MET LIFE, ING, or VALIC)

Do you have a prior retirement contract with TIAA, ING, MET LIFE, or VALIC? YES _____ NO _____
Is this a SUNY CONTRACT NON-SUNY CONTRACT?

C. PART-TIME EMPLOYEES:

PART-TIME EMPLOYEES AND THOSE WITH PROVISIONAL OR TEMPORARY APPOINTMENTS **HAVE THE OPTION TO JOIN A RETIREMENT SYSTEM** AT ANY TIME. NO RETIREMENT SYSTEM MEMBERSHIP WILL BE ESTABLISHED, NOR ANY SERVICE CREDIT OR CONTRIBUTIONS REPORTED, HOWEVER, UNTIL THE APPROPRIATE RETIREMENT SYSTEM ELECTION AND MEMBERSHIP APPLICATIONS HAVE BEEN RECEIVED AND PROCESSED. PART-TIME EMPLOYEES' ARE ELIGIBLE TO JOIN EITHER NYS TEACHERS' RETIREMENT SYSTEM OR NYS EMPLOYEES' RETIREMENT SYSTEM (DEPENDING ON YOUR JOB TITLE).

NYS TEACHERS' RETIREMENT SYSTEM - TRS

NYS EMPLOYEES' RETIREMENT SYSTEM – ERS

I DO NOT WISH TO JOIN AT THIS TIME

The following acknowledgment must be read and acknowledged:

- I hereby acknowledge that I have been informed by Dutchess Community College (employer) of my eligibility to participate in a retirement system.
- I further acknowledge that I understand under present law, as part of the election process to join a retirement system, I must complete a membership application which will be filed with the retirement system in order to be effective.
- As a result of joining the retirement system, i will be required to contribute, pursuant to article 15 of the RSSL a percentage of my salary to said retirement system.
- Once your election is made, you will generally not be allowed to change Retirement Systems, unless you have a change in your employment title making you eligible for a different Retirement System for the first time and you opt to change to that System within 30 days of your eligible appointment.
- It is important to note that **membership in a Retirement System** may *not* otherwise be **changed** or **withdrawn** during your current or any subsequent employment with any SUNY or community college campus.

SIGNATURE _____

DATE _____

PRINT NAME _____