



# TEACHERS' RETIREMENT SYSTEM OF OKLAHOMA

PO BOX 53524 OKLAHOMA CITY, OKLAHOMA 73152

LOCAL: (405) 521-2387 TOLL FREE: (877) 738-6365

## TRS PARTICIPATION ELECTION FORM FOR NON-CLASSIFIED OPTIONAL EMPLOYEES<sup>1</sup>

Pursuant to OKLA. STAT. tit. 70, § 17-103, all non-classified optional personnel<sup>2</sup> regularly employed for twenty (20) hours or more per week may join the Teachers' Retirement System (TRS)<sup>3</sup> upon hiring, subject to the rules and regulations adopted by TRS.

- Optional personnel currently employed prior to July 1, 2021, must elect whether or not to start or continue participating in the TRS by July 31, 2021.
- Optional personnel hired on or after July 1, 2021, must elect whether or not to become a participant in the TRS within 30 days of their initial date of employment.

**Failure to timely submit this Election Form will result in the employee being deemed to participate in TRS.**

### **EMPLOYEE INFORMATION (ALL SECTIONS MUST BE COMPLETE)**

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ SSN: \_\_\_\_\_

Pursuant to OKLA. STAT. tit. 70, § 17-103, I am making the following irrevocable election regarding my participation in TRS. I understand if I do not submit a signed completed form to TRS, I will be automatically deemed to participate in TRS.

I have read the foregoing and have elected TO participate in TRS. I understand that this election may not be changed.

I have read the foregoing and have elected NOT to participate in TRS. I understand that this election may not be changed.

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employer: \_\_\_\_\_ Employer's District Code: \_\_\_\_\_

*I hereby certify that the above-named individual is an optional employee and acknowledge their above election.*

\_\_\_\_\_  
Superintendent/Payroll Officer

\_\_\_\_\_  
Signature Date

Employers may submit this form via fax, (405) 522-1534, or mail, P.O. BOX 53524 OKC, OK, 73152.

**Employers must keep a copy of this form in the employee's personnel file.**

<sup>1</sup> This form is not applicable to classified members who are performing non-classified duties at the same or a different TRS employer. Please see Okla. Admin. Code 715:10-13-2 requiring contributions to be made on all compensation of members.

<sup>2</sup> "Nonclassified optional personnel" means any person regularly employed by the public educational institutions in Oklahoma for twenty (20) hours or more per week.

<sup>3</sup> See Okla. Admin. Code 715:10-1-4. "Nonclassified optional personnel" does not include (1) employees who work less than 20 hours per week, (2) substitute, irregular, seasonal, graduate assistant, fellowship recipient adjunct supplemental, or temporary employees, or (3) any employees excluded from TRS eligibility under TRS rules.