



P.O. Box 942709 Sacramento, CA 94229-2709  
888 CalPERS (or 888-225-7377)  
TTY: (877) 249-7442 | Fax: (916) 795-3287  
[www.calpers.ca.gov](http://www.calpers.ca.gov)

California Public Employees' Retirement System

[CLICK TO ENTER DATE](#)

[AGENCY'S NAME]

Attention: Human Resources Personnel And Payroll Specialist  
Address

Refer To: CID [Member CID]

Dear Human Resources Personnel And Payroll Specialist,

You were previously notified of corrections needed to [Member Name]'s account. Due to the corrections not being made, CalPERS has taken further action to resolve the discrepancy. This letter is to notify you regarding action taken by the California Public Employees' Retirement System (CalPERS) to make corrections to the member's appointment under based upon reciprocal membership information received from [Reciprocal Retirement System].

Based on verification from , the reciprocity panel under the appointment has been updated to reflect:

- Most Recent Reciprocal Agency: [Reciprocal system name]  
Earliest Qualifying Reciprocal Membership Date: [date]  
Most Recent Reciprocal Permanent Separation Date: [date]  
Retired/Refunded Member Indicator: [Yes with date or no]

As a result of the corrections made the member's appointment now reflects:

- [PEPRA or classic] retirement benefit enrollment level with [formula]

The law requires CalPERS to make corrections to errors based upon the provisions as set forth by the Public Employees' Retirement Law. The member's account has been updated in the my|CalPERS system. Please ensure you make any necessary corrections to the member's account code in the Personnel Information Management System (PIMS).

Based upon these corrections, adjustments will need to be made to the member's reported payroll and contributions. Please work with the member to resolve any refunds or balances owing that may have arisen as a result of these adjustments.

These changes will result in the member's appointment reflecting different information than what the member self-certified on the **Reciprocal Self-Certification Form (PERS-EAMD 801)**.

Please ensure you keep this document in the member's file to account for any discrepancies between your documentation and the appointment in my|CalPERS.

This member's retirement benefit enrollment level has been corrected by CalPERS to ensure timely and accurate reporting. It is the agency's responsibility to ensure the most recent version of the ***Reciprocal-Self-Certification Form*** is being provided to members upon enrollment in CalPERS and, once completed, are forwarded to the State Controller's Office (SCO) for processing. For more information regarding how to process the ***Reciprocal Self-Certification Form***, please refer to our ***State Employer Reference Guide*** located on our website, [www.calpers.ca.gov](http://www.calpers.ca.gov).

CalPERS is committed to assisting our members and business partners in all matters within the scope of the statutory authority available to us. If you have any questions regarding this letter, please do not hesitate to contact us at **888 CalPERS** (or **888-225-7377**) or **MemberElectionTeam@CalPERS.CA.GOV**. When contacting us, please indicate that you are attempting to resolve a PEPRA/Classic determination.

Sincerely,

Membership Services  
Employer Account Management Division

cc: , CID