



California Public Employees' Retirement System
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

August 4, 2020

Refer To: CID

Attention: Human Resources Personnel

Dear Human Resources Personnel,

The California Public Employees' Retirement System (CalPERS) has received information regarding _____'s reciprocal membership with a qualifying public retirement system. In a review of the member's account with CalPERS, it has been determined that the appointment under the _____ may be reflecting an incorrect retirement enrollment level due to the information entered in the reciprocity panel in the my|CalPERS system.

CalPERS has sent correspondence to the member requesting they complete and return a ***Reciprocal Self-Certification Form (PERS-EAMD-801)*** to your personnel office within 10 business days of the date of this letter. If your agency does not receive the form within 10 business days, contact the member to request they complete and return the form promptly.

Upon receipt of the ***Reciprocal Self-Certification Form***, ensure that the form is processed properly within 30 days of the date of this letter. You must retain the original form in the member's employment records. A copy of the form must be forwarded to the State Controller's Office (SCO) for processing. **Do not send this form to CalPERS.**

- For further information regarding processing the ***Reciprocal Self-Certification Form***, refer to the ***State Employer Reference Guide*** located on our website at **www.calpers.ca.gov**.
- For further direction regarding forwarding the form to SCO, refer to SCO Personnel Letter # 17-001.
- Once the form is forwarded to SCO, please notify us via email at **MemberElectionTeam@calpers.ca.gov** so we can monitor the account for adjustments.

It is important for employers to ensure this information is properly processed based on the member's self-certification as invalid information can have many impacts on a member's account including future retroactive adjustments to member and employer contributions. It is the agency's responsibility to be compliant with the Public Employees' Retirement Law (PERL) by ensuring that members are enrolled in CalPERS membership correctly.

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 need further assistance with this process, please 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 PEPPRA/Classic determination.

Sincerely,

Member Election Team
Employer Account Management Division