



California Public Employees' Retirement System
Employer Management Account Division
P.O. Box 942709, Sacramento, CA 94229-2709 | Fax: (916) 795-3287
888 CalPERS (or 888-225-7377) | TTY: (877) 249-7442 | www.calpers.ca.gov

May 16, 2022

Dear Human Resources Personnel,

You were notified of corrections needed to [redacted]'s appointment under [redacted] on [redacted]. Upon review of the member's account, it has been determined that the **Reciprocal Self-Certification Form** has not been processed in the my|CalPERS system.

If the **Reciprocal Self-Certification Form** was already sent to the State Controller's Office (SCO) for processing, please notify us via email at MemberElectionTeam@calpers.ca.gov so we can monitor the account for adjustments.

If the **Reciprocal Self-Certification Form** has not been sent to SCO, please ensure that the form is processed properly within 15 days of the date of this letter by forwarding a copy of the form to the State Controller's Office (SCO) at PPSDreciprocity@sco.ca.gov for processing.

- For further direction regarding forwarding the form to SCO, refer to SCO Personnel Letter # 17-001.
- You must retain the original form in the member's employment records. Do not send this form to CalPERS.
- If you do not have a completed **Reciprocal Self-Certification Form** in the member's file, please obtain a new form from the member.

It is the agency's responsibility to be compliant with the Public Employees' Retirement Law (PERL) by verifying the **Reciprocal Self-Certification Form** is completed and processed accurately so CalPERS can determine the applicable retirement enrollment level for the member.

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. 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 MemberElectionTeam@calpers.ca.gov.

Member Election Team
Employer Account Management Division

cc: [redacted], CID