Seattle Retirement
Seattle City Employees' Retirement System

Membership Application for Exempt Employees

Use this form to elect to become a member of the Seattle City Employees' Retirement System (SCERS). Once completed and signed, you may return the form with any applicable attachments by emailing it to retirecity@seattle.gov, by faxing it to 206.386.1506, by mailing it to SCERS, 720 Third Avenue, Suite 900, Seattle, WA 98104 or by sending the document(s) via secure message on your Member Self-Service account. You can also drop off your application to our offices at 720 Third Avenue, Suite 900, Seattle, WA 98104.

Member Information

Name (Last Name)	**Name (First Name, Middle Initial)**	**Today's Date**
Department	**Daytime Phone Number**	**Employee Number**

As an employee who is exempt from the Civil Service System, you may elect to become a member of the Seattle City Employees' Retirement System. Enrollment in Seattle City Employees' Retirement System is optional for exempt employees. You may elect membership at any time during your employment with the City. If you elect to become a member, the election is **irrevocable**; you cannot reverse that decision in the future.

If you have not worked for the City of Seattle before January 1, 2017, you will be enrolled in SCERS Plan 2 and will not have an opportunity to enroll in SCERS Plan 1.

If you have worked for the City as an exempt employee prior to January 1, 2017 and have not had a break in service, you will be enrolled in SCERS Plan 1 and will retain the right to purchase or redeposit funds for retirement service credit in SCERS Plan 1 after electing to join SCERS. However, if you wish to instead join SCERS Plan 2, you must complete and submit a *SCERS Plan 2 Notice and Election Form* within 60 days of your SCERS Plan 1 membership date. The form can be found on SCERS's website at http://www.seattle.gov/retirement/forms-and-publications/forms . If you elect to join SCERS Plan 2, you permanently forfeit the right to purchase or redeposit funds for prior SCERS Plan 1 service credit.

Please indicate your choice by marking the appropriate box(es):

As an exempt employee, I elect membership in the Seattle City Employees' Retirement System. I understand the election is **permanent and irrevocable**. I also understand if I have elected membership in the Retirement System, the membership and related contribution deductions will begin as soon as possible.

☐ I worked for the City prior to January 1, 2017 but I wish to enroll in SCERS Plan 2 rather than SCERS Plan 1. I have attached my *SCERS Plan 2 Notice and Election Form*.

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Name (Please Print) Signature Date

*Form accepted by SCERS:*_____

Seattle City Employees' Retirement System, Jeffrey S. Davis, Executive Director
720 Third Avenue, Suite 900, Seattle, Washington 98104
Tel: 206.386.1293 Toll Free: 877.865.0079 Fax: 206.386.1506

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