



**PERS SELF-REPORTING PAYROLL FORM**

Are you currently, or have you ever been, a PERS eligible member? (Please circle answer) YES or NO

If you have answered “No”, you are affirming that you are not a PERS eligible employee. If you are employed with Portland Public Schools past 6 months, you may become PERS eligible and will begin having a 6% Pre-Tax PERS contribution deducted from your paycheck beginning in your 7<sup>th</sup> month.

In the event that PERS advises Portland Public Schools that you were an eligible employee prior to the 7<sup>th</sup> month period, we will be required to begin withholding the 6% contribution immediately. The contribution start date will be based on what is communicated by PERS. This immediate contribution could result in catch-up contributions. Options for catch-up contributions will always be communicated in advance, by a Payroll Specialist. Your signature below acknowledges an understanding and acceptance of this possibility.

Employee Name (Please Print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date Signed: \_\_\_\_\_

**\*\*\*\* DELIVER TOP PORTION OF FORM TO THE HR DEPARTMENT \*\*\*\*** (version 061015)



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**\*\*\*\* BOTTOM PORTION OF FORM IS EMPLOYEE COPY \*\*\*\*** (version 061015)