



## County Employees' Retirement Fund

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# Clerk Bulletin

March 2015

## Update

The previous Clerk Bulletin should have differentiated between the deadlines for submitting term vested and term non-vested forms, as follows:

- Termination Vested forms should be submitted within 15 days of the term date.
- Termination Non-Vested forms should be submitted within 15 days of the final payroll period end date. This guideline for submitting Termination Non-Vested forms was updated so the accurate amount of contributions withheld/paid can be entered on the term non-vested forms through the termination date.

As previously mentioned, Enrollment forms should be submitted to CERF within 15 days of the hire date.

The County Clerk Handbook will be updated to reflect these specific deadlines for submitting forms. In addition, CERF's auditors will be informed of the revised deadline for submitting term non-vested forms to the CERF office.