



## County Employees' Retirement Fund

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# Clerk Bulletin

October 2014

## Vested Participants

CERF has received several term *non-vested* forms from various counties for participants who are vested. A vested year is each calendar year a participant works and receives pay for 1,000 hours or more so it is possible for a county employee who worked slightly less than 8 years to be vested. If you are not sure of an employee's vested status when they term please call the CERF Administrative Office to check on the status of the employee so the correct form can be completed.

## Required Contributions

When an employee terminates, salary should continue to be reported to CERF, with the required contributions withheld, through their term date. Counties should not give refunds as they must be processed by CERF due to IRS regulations. CERF will also need to confirm vesting status too, as a vested participant cannot receive a refund of contributions.

## Revised Form

The Form 2B, Designation of Survivor, was recently updated by adding a place for the E-Mail Address for the participant and a requirement to attach a copy of the participant's ID.

Please discard any previous version of the Form 2B and replace it with the newer version 5.5.