



**County Employees' Retirement Fund**  
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# Clerk Bulletin

October 2016

## Updated Forms

We have updated Form 2V, Termination Vested and Form 2A, Refunds Payment Election. Please begin using the new versions immediately. The forms have been updated to include verbiage to indicate whether a terminating employee is moving to a position as county sheriff or prosecuting attorney. Additionally, we have added "or am not currently working for another county" to the statement on Form 2A above where the participant signs. This information is required because IRS rules do not allow a refund of CERF savings when employees move to these non-eligible positions, or continue to be actively employed with a participating county. Copies of each are attached.

## Termination Vested Forms

Termination Vested forms should be submitted with all required attachments, including W-2s or certified payroll reports, and Form SV, if applicable.

## Submitting Forms through CARS

Forms should always be submitted through the CARS portal. There is no need to submit paper forms once you have completed the online process, other than required documentation and beneficiary forms. We will no longer be accepting the following paper forms: Form 1: Enrollment, Form 2N: Termination Non-Vested, Form 4: Change of Information, Form SE: Seasonal Employee Notice, and Form M: Medical/Military/Other Leave. We also do not need a Clerk signature when a form is submitted through CARS. Contact your CERF Benefits Specialist if you have questions about submitting forms.

## Member Self-Service Portal

Our Member Self-Service Portal is now live for all county employees. We have mailed letters to all participants with instructions to log in to the portal. Participants can create member accounts and review beneficiaries, service credit, salaries, and contributions, and can create benefit estimates. They can also update addresses and phone numbers. Please contact your Benefits Specialist if you have any questions.

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