



## County Employees' Retirement Fund

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# Clerk Bulletin

October 2023

## CERF Savings Plan – Addition of Roth Contributions

The Empower webinar for county payroll administrators regarding the addition of the Roth contribution to the 457 Plan can now be found on the CERF website or at the link below.

[Empower Webinar](#)

## January 1, 2024 Retirees

CERF needs Form 2V (Termination Vested) and 2B (Designation of Survivor) 30 to 90 days prior to commencement of CERF Pension benefits. Participants need to sign and date those forms by **November 30**. Form 2V should be completed by the Clerk's office. The Clerk's signature and date is required on page 2. The employee should review the information provided, then sign and date the 2V.

An employee terminating from the Clerk's Office (or Human Resource department) cannot certify their own paperwork. For example, if the Form 2V is for the Clerk, another individual with appropriate payroll knowledge should certify both the 2V and payroll documents.

Please have all immediate retirees contact your county's Benefits Specialist at CERF.

## Annual Contribution Election

CERF has emailed the 2024 Annual Contribution Election form to all counties. We need to know if your 2023 contribution amount will continue in 2024. Counties can pay up to 4% of the CERF contribution on behalf of employees. After December 1, 2023, you **may not** change your election for 2024.

If you didn't receive this form, please contact Cynthia at 573-632-4120 or [ccampbell@mocerf.org](mailto:ccampbell@mocerf.org).

## Payroll Reporting Reminder

When a full-time employee falls off payroll, documentation must be submitted to CERF. A form must be entered in CARS if member is out on leave of absence (leave of absence form), member has changed to seasonal or part-time (change form) or if member has term, non-vested (term, non-vested form). If a member is vested at termination, term-vested paperwork must be submitted to CERF. The required documents must be received before the payroll report can be posted.

## **Break in Service**

Employees hired in a full-time position, who then change to part-time status, must remain in CERF and continue to make the required contributions regardless of the number of hours they will work. Once enrolled in CERF, all participants (whether full-time or part-time) will remain in CERF until they terminate county employment for a period greater than 30 days or move to an ineligible position.

## **2023 Refunds Cut-Off**

The cut-off for processing refunds for the year will be at 3:00 p.m. on Wednesday, December 20<sup>th</sup>.

## **Pre-Retirement and Benefits Overview Seminars**

CERF and Empower will host an online Pre-Retirement Webinar from 9:00 – 11:00 a.m. on November 14<sup>th</sup>.

CERF and Empower will host an online Benefits Overview Webinar from 2:00 – 3:00 PM on October 31<sup>st</sup>.

Empower will send registration information to employees. These will be the last seminars for 2023.

## **Empower Retirement Meeting with Robert Eastburn**

If a CERF participant would like to schedule a virtual retirement review with Robert Eastburn of Empower, he or she may do so by clicking the following link:

<https://robert-eastburn.empowermytime.com/#/>

Robert will not be traveling for the remainder of 2023 but will continue to hold virtual meetings.