



County Employees' Retirement Fund

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Clerk Bulletin

December 2022

County Elected and Appointed Officials

As a reminder, all county elected and appointed officials serving in a CERF-eligible position must be enrolled in CERF, regardless of the number of hours worked. The 1000 hour threshold for enrolling part-time employees does not apply to elected or appointed officials. If you have questions regarding CERF enrollment, please contact your CERF Benefits Specialist.

End-of-Year Payroll Reports

Please make sure payroll reports paid at the end of December and/or January 2023 are uploaded to CARS as soon as administratively possible. There are always a large number of retirees at the end of the year, and this year is no exception.

CARS Access

In January, CERF will send a list specific to the Clerk/HR office and the Treasurer regarding who is approved to have access to CARS. These documents need to be signed and returned to CERF promptly.

Also, as a reminder, staff within the county should not share the same username (email) when logging into the Portal. Thanks for helping us protect everyone's privacy and security.

Forms, Contributions Reminder

When participants terminate employment with the county, please submit the appropriate forms in a timely manner.

Form 2V (for vested participants) should be submitted 30-90 days prior to the commencement date. If the member is a future retiree, the 2V can be submitted within 15 days of termination.

Form 2N (for non-vested participants) should be submitted within 15 days of termination.

Also, contributions to the 457 and 401(a) Plans should be submitted to Empower Retirement within five days of payroll.

Please Use Current Forms

When submitting forms to CERF, please try to use the most current form. CERF changes wording on forms when necessary, so it's not a good idea to keep hard copies of old forms, such as Form 2V for vested participants. It's always wise to download forms from our website, www.mocerf.org. Doing so ensures that you will always have the most recent version.

Enrollment Information

When completing enrollment information within CARS, please make sure employee cell phone numbers are entered in the “cell phone number” field instead of the “home phone number” field.

Thanks for a Great Year!

Finally, a big thank you to all Clerks’ offices, HR offices and Benefits departments. We couldn’t provide the CERF benefits without your dedication and support, and we appreciate all you do for our members.