



## County Employees' Retirement Fund

2121 Schotthill Woods Drive

Jefferson City, MO 65101

Phone: (877) 632-2373

Fax: (573) 761-4404

Web Site: [www.mocerf.org](http://www.mocerf.org)

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# Clerk Bulletin

December 2023

## CERF Savings Plan – Addition of Roth Contributions

The Roth Resource webinars have been posted to the CERF website for County Payroll Administrators and Savings Plan Participants to view. Empower is currently working on revising the Paycheck Contribution Election Form to include the Roth option. They anticipate having the revised form available in January.

## Roth Contributions and Payroll

The software product a County uses to process payroll likely includes the capability to receive updates as needed to incorporate changes in state and federal tax law. For example, Missouri and the federal government have issued new tax tables in the past few years to comply with changes in the tax rate. For more information on updating your system to process Roth 457 contributions, you may wish to contact the individual or company who provides updates to you for tax law changes.

For information regarding the tax treatment and W-2 reporting for Roth contributions, you may consult the IRS publication “General Instructions for Forms W-2 and W-3,” which contains information on “designated Roth contributions” for governmental 457(b) plans. This publication is available on the IRS website: <https://www.irs.gov/pub/irs-pdf/iw2w3.pdf>. Additional information on Form W-2 is available on the IRS website: <https://www.irs.gov/forms-pubs/about-form-w-2>.

## Empower

Robert Eastburn has moved to a different division within Empower and will no longer be working with CERF. Robert has traveled extensively to the counties to work with CERF members over the years. Empower is working to fill the position with a qualified applicant. CERF and Empower will notify the Counties when the position is filled. In the meantime, members who need assistance with their CERF Savings Plan may contact Empower at 1-800-701-8255 with their questions or to schedule an appointment for a retirement readiness meeting over the phone.

## 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 2024 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 to the Treasurer and the Clerk/HR offices to verify the users approved to have access to CARS. The documents need to be signed and returned to CERF promptly.

As a reminder, staff within the county should not share the same username when logging into the portal. Also, the CERF office needs to be contacted as soon as there is a change in staff with CARS access. Thank you 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 fifteen (15) days of termination.

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

Also, contributions to the 457 and 401(a) Plans should be submitted to Empower Retirement within five (5) days of payroll.

## **Use Current Forms**

When submitting forms to CERF and Empower, please use the most up-to-date forms. CERF and Empower change wording on forms when necessary. It is not good practice to keep hard copies of old forms, such as Form 2V for vested participants. It is best to download forms from our website, [www.mocerf.org](http://www.mocerf.org), to ensure that you have the current 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.