



County Employees' Retirement Fund

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Clerk Bulletin

October 2024

January 1, 2025 Retirees

CERF needs the 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 these 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 2025 Annual Contribution Election form to all counties. We need to know if your 2024 contribution amount will continue in 2025. Counties can pay up to 4% of the CERF contribution on behalf of employees. After December 1, 2024, you **may not** change your election for 2025.

If you did not receive this form, please contact Cynthia at 573-632-4120 or 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 a 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 terminated, 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.

2024 Refunds Cut-Off

The cut-off for processing refunds for the year will be at 3:00 p.m. on Tuesday, December 17th.

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 5th.

Empower will send registration information for the webinar to County Clerks/Human Resource Offices, as well as to participants, the week of October 21st. This will be the last webinar for 2024.