



Dear Member,

You are being provided with the background, explanation, and instructions for the **Reciprocal Self-Certification Form (PERS-EAMD 801)**. Reciprocity among qualified Public Retirement Systems is to allow members to separate from one qualified Public Retirement System and enter into employment under another within a specific time period without losing valuable retirement and related benefit rights.

With the implementation of the Public Employees' Pension Reform Act of 2013 (PEPRA), Government Code section 7522, on January 1, 2013, the California Public Employees' Retirement System (CalPERS) requires that employers provide you with this package to complete the Reciprocal Self-Certification form. The Reciprocal Self-Certification form allows you to provide essential information to your employer and will be used by your employer to enroll you into CalPERS membership and every new appointment under CalPERS. This information will assist CalPERS in identifying the correct retirement benefit level to enroll you into CalPERS. For more information regarding PEPRA, please see our website at www.calpers.ca.gov.

Within 10 business days of membership or new appointment you must complete, sign, date, and submit to your employer the Reciprocal Self-Certification form. When completing the form, reference the attached list of qualifying Public Retirement Systems in California. Complete the form by indicating that you are not a current or past member of a qualifying Public Retirement System; **OR** indicate that you have prior membership in a qualifying Public Retirement System and complete the box listing your previous membership dates, permanent separation dates, and retirement or refund dates, if applicable.

It is important to ensure you are providing accurate information so your retirement enrollment level can be properly determined. It is your responsibility to ensure the accuracy of the data provided on the Reciprocal Self-Certification Form. Inaccurate information may cause your account to reflect an incorrect retirement enrollment level which can have many impacts to your account including ineligible retirement benefit formulas, adverse effects on how your retirement benefit is calculated, and delays in CalPERS processing timeframes. Providing inaccurate information may lead to future retroactive adjustments to your member and employer contributions, and you and your employer will be responsible for any debts that may occur.

Information to remember when completing the form:

- Please ensure you are providing complete and accurate dates. You must provide a month, date, and year. If you are unsure of the dates, please contact the qualifying Public Retirement System to verify prior to completing the form.
- For each prior Reciprocal System reported, you must provide the name of the qualifying Public Retirement System and membership date. If you have separated, retired, or refunded from that Reciprocal System, please indicate that by providing dates in the appropriate sections. If you have not separated, retired, or refunded from that Reciprocal System, you may leave these sections blank or indicate that by entering N/A (not applicable).