Form AESD-1 Download Instructions

To download and use the template, follow the instructions below.

In order to use the form on your computer, you must have Microsoft Word 97 or higher. If you have any questions or need assistance completing the form, contact the CalPERS Employer Contact Center at (888) CalPERS (225-7377).

Downloading & Using the AESD-1 Form

- When you open the online AESD-1 form, you will need to save the document to a directory in your computer.

- Close the AESD-1 online file. You must use the file saved to your hard drive to input information. If you add information to the online file and print a copy, you will not be able to save the data.

- Use the "Tab" key to advance from field to field. You can also hold down the "Shift" key and use "Tab" to go through the fields in reverse order.

- If an information field has specific data requirements, this information is displayed in the "Status Bar" at the lower left hand corner of your screen. For example, Box 2 (Current Name) has a maximum character limit.

- In Box 6 (Address) the state field defaults to "CA". However, you can change the state designation.

- Based on the type of member transaction (appointment, address changes, permanent separations, etc.) there may be common or repeated data on every form you submit to CalPERS. These could include your employer code, coverage groups, etc. You may want to "Save" different versions of the form with the appropriate repeated data as a "new" template for specific transactions.

- When the form is completed, print it out and mail or FAX to CalPERS.