To: All CalPERS Employers

Subject: Reciprocal Self-Certification Form

Purpose
The purpose of this Circular Letter is to inform you of the revisions made to the Reciprocal Self-Certification Form, (PERS-EAMD-801) and system changes to the Reciprocity panel in myCalPERS.

Revised Form
The revised Reciprocal Self-Certification Form provides the employee with more information on the importance of providing accurate information and dates so the retirement enrollment level can be properly determined by myCalPERS to help avoid adjustments to retirement accounts. In addition, the form requires the employee to provide refund or retirement dates, if applicable, from any reciprocal system.

myCalPERS
When enrolling the employee into myCalPERS, note that the new indicators and date fields under the Reciprocal panel have been updated. If the employee retired or refunded from a reciprocal system, a date must be entered. It is not necessary to provide CalPERS membership enrollment information via the Reciprocity panel as all CalPERS information is already stored in myCalPERS. The proper retirement benefit formula will be automatically determined by myCalPERS.

Instructions
It is the responsibility of the employer to retain the completed Reciprocal Self-Certification Form in the employee’s employment records for auditing purposes. Do not send a copy of the form to CalPERS. For all State agencies and campuses in the Uniform State Payroll System, refer to the State Controller’s Office, Personnel Letter #17-001, on the procedures for submission of the Reciprocal Self-Certification Form.
Questions

If you have any questions, please contact the CalPERS Customer Contact Center at 888 CalPERS (or 888-225-7377).

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