



California Public Employees' Retirement System
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Membership

Circular Letter

July 27, 2018

Circular Letter: 200-050-18

Distribution: IV, V, VI, X, XII, XVI

To: All CalPERS Employers
Subject: Revised Reciprocal Self-Certification Form

Purpose

The purpose of this Circular Letter is to inform you of revisions made to the **Reciprocal Self-Certification Form** (PERS-EAMD-801) and updates made to the employer reference guides providing processing instructions for the form.

Revised Form

The revised **Reciprocal Self-Certification Form** provides the member with added direction regarding how to complete the form. The revision also includes an explanation of the importance of providing accurate information and dates so the retirement enrollment level can be properly determined by my|CalPERS to help avoid adjustments to retirement accounts. It is the responsibility of the employer to ensure they are using the revised version of the form, processing the form properly, and retaining the completed **Reciprocal Self-Certification Form** in the member's employment records for auditing purposes.

Reference Guides and Website Updates

Updates to the employer **State Reference Guide** and **Public Agency & Schools Reference Guide** provide employers with information regarding the importance of properly utilizing the form, as well as instructions for processing the form. The instructions have been updated to reflect the proper processing procedures based on employer type under the Reciprocal Self-Certification section. Our website, www.calpers.ca.gov, has been updated to easily navigate information

regarding the Public Employees' Pension Reform Act of 2013 (PEPRA) and its impacts to members and employers.

Questions

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

Renee Ostrander, Chief
Employer Account Management Division

Attachment: Reciprocal Self-Certification Form