



# Membership Circular Letter

California Public Employees' Retirement System  
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October 12, 2017

Circular Letter: 200-052-17  
Distribution: IV, V, VI, X, XII, XVI

**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 my|CalPERS.

**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 my|CalPERS 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.

**my|CalPERS** When enrolling the employee into my|CalPERS, 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 my|CalPERS. The proper retirement benefit formula will be automatically determined by my|CalPERS.

**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.

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**Questions**

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

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