Legislation refines *Notice of Right and Request for: Determination for OPERS Membership* form

**Who should read this notice**
Finance directors, payroll, human resources, and benefits professionals

**Situation overview**
Recent legislation has changed the content of and the timeline for *Notice of Right and Request for: Determination for OPERS Membership* (form PEDREQ), effective immediately. Here’s an overview of changes provided for by House Bill 67:

- **The timelines for notice and requests has changed:**
  - By Sept. 7, 2013: Employers must notify individuals who provided personal services prior to Jan. 7, 2013 for which no retirement contributions were withheld.
  - Individuals now have until Aug. 7, 2014 to request a membership determination from OPERS.

The PEDREQ form has been revised to reflect the new deadlines and now includes a field for Social Security numbers.

The most current form is now available at www.opers.org.

**Specific actions requested**
Employers are also encouraged to be knowledgeable about all aspects of this determination to help limit potential liabilities. Here’s how:

- **Attend the OPERS-sponsored online seminar to obtain additional information on membership determinations.** More details and how to registration can be found on www.opers.org.
- **Consult with your legal counsel on how to comply with statutory obligations.**
- **Review records retention policies; know the archival requirement for all forms.**

**Why this is important**
This legislation was designed to help protect employers from potentially large liabilities as employers are responsible for the employee and employer contributions, plus interest, if it is determined that an individual’s retirement contributions should have been paid, but were not.

Timely requests also help to ensure that individuals receive the proper retirement system service credit, if applicable.

**Note:** OPERS will continue to process certifications of unreported time you send to us. Employers will continue to be billed for *undisputed public service* which was not reported, regardless of when the unreported service occurred.

*More on back*
Changes to the *Employer Manual*
Revisions to the *Employer Manual* have been made as a result of this *Employer Notice*.

**Whom to contact for more information**
As always, if you have questions, contact OPERS at 888-400-0965, option #3 for your dedicated compliance specialist, or by e-mail at employeroutreach@opers.org.

For a current listing of OPERS Board members, please visit www.opers.org

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