

## Request for Optional Exemption as Student form updated

### Who should read this notice

Those who are finance directors, payroll, or human resources professionals at OPERS-reporting college and university employers

### Situation overview

In partnership with OPERS-reporting colleges and universities, the *Request for Optional Exemption as a Student* (F-3) has been updated. The updated form is available on the OPERS website via the links below:

- To access the new form: <https://www.opers.org/forms-archive/fill-in/F-3.pdf>
- To access instructions: [https://www.opers.org/forms-archive/fill-in/F-3\\_Instructions.pdf](https://www.opers.org/forms-archive/fill-in/F-3_Instructions.pdf)

Some of the changes to the form include:

- A single-page format
- Instructions are on a separate page
- Form has been updated so that requested fields are more useful to college and university employers

### What employers need to do

- Prior to Nov. 1, 2013, update your student exemption process and files so that students completing the *Request for Optional Exemption as Student* (F-3) form have access to the updated form only.
- OPERS will accept both version of the form through Oct. 31, 2013. Beginning on Nov. 1, 2013, *only* the updated form will be accepted. Earlier versions will be returned stamped "not approved."

As always, remember the OPERS website has the most recent versions of all OPERS-specific forms. Via the website, you'll have the option to view, print or order forms. The website also lists the last revised date for any form.

### Need more information?

After you review this *Employer Notice*, contact Employer Outreach with questions or comments at 888-400-0965, or by e-mail at [employeroutreach@opers.org](mailto:employeroutreach@opers.org).

**For a current listing of OPERS Board members, please visit [www.opers.org](http://www.opers.org)**

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### Note:

OPERS will accept both versions of the Request for Optional Exemption as Student form through Oct. 31, 2013.

Beginning on Nov. 1, 2013, only the updated form will be accepted. Any earlier version will be returned to you stamped "not approved."

