

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

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.

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

It is your responsibility to be certain that OPERS has your current physical and e-mail address on file. If OPERS is not made aware of address changes, we cannot guarantee that you will receive important information pertaining to OPERS public employers. This Employer Notice is written in plain language for use by public employers who are subject to coverage under the Ohio Public Employees Retirement System. It is not intended as a substitute for the federal or state law, namely the Ohio Revised Code, the Ohio Administrative Code, or the Internal Revenue Code, nor will its interpretation prevail should a conflict arise between it and the Ohio Revised Code, Ohio Administrative Code, or Internal Revenue Code. Rules governing the retirement system are subject to change periodically either by statute of the Ohio General Assembly, regulation of the Ohio Public Employees Retirement Board, or regulation of the Internal Revenue Code. If you have questions about this material, please contact our office or seek legal advice from your attorney.

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.”



1-888-400-0965
www.opers.org