OPERS
277 East Town St.
Columbus, OH 43215

EMPLOYER NOTICE

ARP-3 form now in ECS

WHO SHOULD READ THIS NOTICE

University and College Payroll and Human Resources professionals of OPERS employers

WHAT IS CHANGING

Amended Substitute H. B. 96 of the 136th General Assembly was signed by the Governor on June 30, 2025. The Act included a provision to authorize universities or colleges to accept an electronic signature on the *Alternative Retirement Plan (ARP) election* (ARP-3 form). This provision took effect September 30, 2026.

Starting November 19, 2026, OPERS will accept the ARP-3 form electronically from employers through the Employer Contribution System (ECS). This updated process is intended to transfer the details of the ARP election in lieu of mailing the ARP-3 paper form to the retirement system. The information can be submitted in either the data entry or file transfer method. The information required to submit the ARP-3 electronically into ECS is below. No submission is necessary for an individual that chooses to remain in OPERS.

- Employee's social security number
- First, middle, and last name including suffix if applicable
- Eligibility begin date
- Signature date
- Date of birth
- OPERS employer code
- ARP vendor two-digit code

You can submit the ARP-3 form(s) by selecting *Online Forms*, then either *Transfer a File* or select the *Alternative Retirement Plan* (ARP-3) link under *University Only* forms section. The file specifications for the file transfer option are attached and can also be found in the ECS Help button.

Note: OPERS has assigned a two-digit numerical value for each ARP vendor. If you are uploading a file into ECS, you will need this number to place in the file instead of using the vendor's name (see file specifications). The two-digit number assigned to active ARP vendors will be found on ECS under Online Forms, University Only Forms, and View ARP Vendors. The list of vendors will be managed by the retirement system. If you are submitting the information in the data entry format in ECS, there is a drop down displaying all active vendor names along with their two-digit numbers.

WHOM TO CONTACT FOR MORE INFORMATION

After you review this Employer Notice, contact an Employer Outreach representative with questions or comments at (888) 400-0965, or by email 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.