



DOCUMENTS RECEIVED ACKNOWLEDGEMENT

FORM DESCRIPTION

This form is used to confirm that an employee in a new position has received retirement system-related information. Failure to submit retirement election documents within 60 days of the effective date of employment in the new position may negatively affect your payroll. Student Employees are not eligible for participation in any retirement system and should not complete this form.

INSTRUCTIONS

Complete items 1 through 5 below **on the first day of employment in the new position** and forward this form to your worksite Personnel Office.

RETIREMENT SYSTEM INFORMATION CERTIFICATION

1. PERSONAL INFORMATION:

_____	_____	_____	_____	_____
Title	Last Name	First Name	Middle Name	Suffix
-	-			
_____	_____	_____	_____	
Social Security No.	Employee Number	Date of Birth (MM/DD/YYYY)		

2. I acknowledge receipt of:

- Retirement system information for the new position of _____
New Position Title
- Website addresses for accessing additional retirement system information.

3. I acknowledge that, if I am currently a member of CalPERS and I am employed in a new LACCD position that is automatically covered by CalSTRS, I have the option to elect to remain in CalPERS. I understand that if I wish to exercise this option that I must submit the [CalSTRS Retirement System Election Form \(ES 372\)](#) to the Retirement Unit, District Office within 60 days of the effective date of employment in the new position.

4. I acknowledge receipt of the following LACCD forms:

- LACCD Form RU-01, Retirement System Information
- LACCD Form RU-02, Statement Concerning Your Employment in a Job Not Covered by Social Security

5. I further acknowledge that I have been advised that I must forward the appropriate retirement system election form(s) to the RETIREMENT UNIT, DISTRICT OFFICE within 60 days of the effective date of employment in the new position.

 Signature

 Signature Date