

PART I: EMPLOYER INFORMATION

Employer Name Municipal Code

Contact Name

Contact Title Contact Phone

Contact Email

PART II: MEMBER INFORMATION

Member Full Name

Member Last Four of SSN Member Non-work Phone

Member Non-work Email

PART III: CONTRIBUTION ELECTION

Select One

- Please credit contributions to this member's retirement benefit as indicated below (Contributions must be in whole percentages):

Percent of mandatory employee contribution	<input type="text"/>	%
	+	
Percent of optional employee contribution	<input type="text"/>	%
	=	
Total percent of employee contributions	<input type="text"/>	%

- Check if you wish to stop optional contributions.

To become effective the first pay in the month of (mm/yyyy)

See reverse for instructions and important information

By signing, I certify that I have directed my employer to withhold and transmit to PMRS the percentage of compensation indicated above to credit to my retirement benefits. I understand that the amount will continue until I revoke, in writing, my authorization by completing and submitting a new "Notice of Voluntary Contribution Change" (PMRB-15).

Member Signature

Date of Signature (mm/dd/yyyy)

Employer Signature

Date of Signature (mm/dd/yyyy)

INSTRUCTIONS

Who completes the form and for what purpose?

Both the employer and member must complete and sign this form to allow the member to contribute more than the plan-required minimum amount toward retirement benefits administered by PMRS.

When must the form be submitted?

This form must be submitted whenever there is a change requested to increase or decrease an active member's voluntary contribution rate.

Instructions for submitting the form:

- Complete all fields.
- Print legibly in blue, black ink or type in fields and save.
- Member completes, signs, and provides form to employer.
- Employer completes, signs, and returns form via mail or email to PMRS.
- Employer provides a completed copy of the form to the member.
- Employer and member retain a copy of the form for financial files.

Pennsylvania Municipal Retirement System

P.O. Box 1165
Harrisburg, PA 17108-1165
ra-rsCompletedForms@pa.gov

Key considerations.

Not all PMRS-participating plans allow members to voluntarily change their contribution rates.

Additional voluntary contributions must be expressed as a whole percentage of salary.

Voluntary contributions may be changed annually. Once elected, voluntary contribution rates remain active until PMRS is notified by submission of a new "Notice of Voluntary Contribution Change" (PMRB-15) that is signed by both the employer and the member.