





# About Form RS102

## Instructions

### Employee

- 1 Complete the employee sections.
- 2 Attach a copy of your Social Security card.
- 3 Return the form to your employer.
- 4 Also complete a *Beneficiary Designation* (RS115) and send it to PERSI.

### Employer—Paper Reporting

- 1 Complete the **Employer Certification** section to certify that the employee meets the definition of an employee eligible for PERSI membership.
- 2 Include the information from the form in your *Transmittal Report of Employee Deductions*.
- 3 Send the form to PERSI.
- 4 Advise the employee to send a *Beneficiary Designation* (RS115) to PERSI.
- 5 If the employee is a retired PERSI member, complete *Certification of Employment of Retired Member* (RS132), have the employee complete the employee section, and send the form to PERSI.

### Employer—Electronic Reporting

- 1 Do not use this form. Include the information in your *Transmittal Report of Employee Deductions*.
- 2 Advise the employee to send a *Beneficiary Designation* (RS115) to PERSI.
- 3 If the employee is a retired PERSI member, complete *Certification of Employment of Retired Member* (RS132), have the employee complete the employee section, and send the form to PERSI.

### Employer—Police/Firefighter Certification

- If eligibility is from Police/Firefighter certification, complete *Employer Certification of Police Officer Status* (RS118) or *Employer Certification of Firefighter Status* (RS118A) and attach a copy.

## Employee—Benefits Information for Retired Members

In the **Benefits Information** field, check "Yes" if you are a PERSI retired member and currently receiving monthly benefit payments from PERSI.

### Working Retired Members

- As a retired member, you can work and continue to receive benefit payments if you work less than 20 hours per week or less than five consecutive months.
- If you are retired member and returning to work for the same employer, your benefit payments might be affected, as outlined in the explanation of *Certification of Employment of a Retired Member* (RS132).

## Employee—Eligibility for Public Employment

You may receive credit for prior public employment. The employers listed below may be eligible.

- State of Idaho
- Educational organizations of the State of Idaho (for example, school districts and universities)
- Counties, cities, and other political subdivisions of the State of Idaho
- Some U.S. military service