

**REQUEST TO REMAIN IN THE ARIZONA STATE RETIREMENT SYSTEM**

(A.R.S. Section 38-891, subsection F)

(Applies to Department of Corrections or the Department of Juvenile Corrections Only)

When completed return to: Department of \_\_\_\_\_ CORP Local Board

Address: \_\_\_\_\_

NAME: \_\_\_\_\_ SOCIAL SECURITY NUMBER: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ADDRESS: \_\_\_\_\_ WORK LOCATION: \_\_\_\_\_

WORK NUMBER: (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_/\_\_\_\_/\_\_\_\_

I am an employee who currently has five or more years of credited service with Arizona State Retirement System and am transferring, being reassigned or employed in a designated CORP position within the department. Pursuant to A.R.S. Section 38-891, subsection F, I request that the local board specify my new position as a non-designated position in the department and that I be allowed to remain in the ASRS. Upon my leaving this position, the position will revert back to a designated CORP position.

FORMER ASRS POSITION: \_\_\_\_\_

ASRS MEMBERSHIP DATE - FROM: \_\_\_\_/\_\_\_\_/\_\_\_\_ TO: \_\_\_\_/\_\_\_\_/\_\_\_\_

TOTAL YEARS OF CREDITED SERVICE WITH THE ASRS: \_\_\_\_\_

NEW CORP DESIGNATED POSITION: \_\_\_\_\_

START DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

NOTE: This request can be made before the transfer but must be made within 90 days of the starting date to the new CORP-designated position.

If employee contributions have been made to the Corrections Officer Retirement Plan after the above start date, these monies will be reversed from the Corrections Officer Retirement Plan to the Arizona State Retirement System and I will be receiving from the department a return of excess contributions that were made to the CORP, representing the difference between the CORP employee contributions and the ASRS employee contributions.

TODAY'S DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

SIGNATURE OF MEMBER: \_\_\_\_\_

WITNESS: \_\_\_\_\_

(Over)

**REQUEST TO REMAIN IN THE ARIZONA STATE RETIREMENT SYSTEM**  
(A.R.S. Section 38-891, subsection F)

A.R.S. Section 38-891, subsection F provides:

F. The local board of the State Department of Corrections or the local board of the Department of Juvenile Corrections may specify a designated position within the department as a non-designated position if the position is filled by an employee who has at least five years of credited service under the Arizona State Retirement System and who makes a written request to the local board to specify the position as a non-designated position within ninety days of accepting the position. On the employee leaving the position, the position reverts to a designated position.

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**TO BE COMPLETED BY LOCAL BOARD:**

The Corrections Officer Retirement Plan Local Board has reviewed this request and has verified that the information in this request is accurate and conforms to our records and the records of the personnel office. Based on the information contained in this request, on and after the Start Date as prescribed in this request, we specify the designated CORP position as a non-designated position until the employee vacates this position.

DATE APPROVED: \_\_\_\_/\_\_\_\_/\_\_\_\_

TELEPHONE NUMBER: (\_\_\_\_) \_\_\_\_-\_\_\_\_

SIGNATURE OF SECRETARY OR LOCAL BOARD CHAIRMAN: \_\_\_\_\_

- COPY SENT TO THE ARIZONA STATE RETIREMENT SYSTEM
- COPY SENT TO DEPARTMENT PAYROLL OFFICE
- COPY SENT TO DEPARTMENT PERSONNEL OFFICE
- COPY SENT TO APPLICANT

**TO PAYROLL OFFICE:** Please ensure that the correct employee and employer contributions are made on a pretax basis to the Arizona State Retirement System on and after the Start Date as prescribed in this request. If contributions have been made to the Corrections Officer Retirement Plan, please reverse the pre-tax employee and employer contributions made to the Corrections Officer Retirement Plan and forward the correct employee and employer contributions on a pre-tax basis for the above employee for the prescribed periods of time to the Arizona State Retirement System.