

Member Information Change Report

The data you provide on this form will be used to keep an accurate record of the personal and employment information on the participant as needed to administer the provisions of PERA's pension plans and the employee's participation therein. PERA requests that you provide the employee data (including the data classified as private) pursuant to Minnesota Statutes §353.27, subd. 4, of the PERA law, and §13.05, subd. 4(b) of the Government Data Practices Act. As required by Minnesota law, PERA will protect the private status of the employee data you provide to our association.

Instructions on Form Completion:

Use this form to report changes in your employee's name and employment status. Do not use this form to enroll employees. New members must be enrolled using a Notice of Member Enrollment Form or the Demographic Data Record if you report electronically. Please sort the changes reported on this form by type so that, for example, name changes are not interspersed among employment status changes.

To Correct the Social Security Number as it Appears on PERA's records:

- 1) List the proper Social Security Number.
- 2) Insert the plan code (refer to chart on front page) that corresponds to the employee's plan.
- 3) Print the employee's name in the Current Name column.
- 4) Complete all elements of the Employer Identification section.

To Change the Name of an Employee as it Appears on PERA's records:

- 1) List the proper Social Security Number of the employee.
- 2) Insert the plan code (refer to chart on front page) that corresponds to the employee's plan.
- 3) Print the employee's name, (last name, first name, middle initial) as it should be listed on PERA's records) in the Current Name column.
- 4) Insert the individual's former name or birth name in the column provided.
- 5) Complete all elements of the Employer Identification section.

To Report a Change in the Employment Status of an Employee as it Appears on PERA's records:

- 1) List the proper Social Security Number of the employee.
- 2) Insert the plan code (refer to chart on front page) that corresponds to the employee's plan.
- 3) Print the employee's name, (last name, first name, middle initial) in the Current Name column.
- 4) Insert the status code (refer to chart on front page) that describes the employment situation.
- 5) Print the effective date of the employment status change.
- 6) Complete all elements of the Employer Identification section.

Mailing Instructions

Mail or fax this form to the PERA office. Do not use PERA's PO Box as this is reserved for the receipt of financial documents such as checks and Salary Deduction Reports.