



## Southern Lehigh School District PSERS Membership (Part-Time Hourly)

### PSERS PART-TIME HOURLY CONTRIBUTION CHOICE FORM

As a part-time employee with Southern Lehigh School District, you may become eligible for membership in the Public School Employees' Retirement System (PSERS). Under the Public School Employees' Retirement System, part-time hourly employees will have retirement deductions withheld once they meet the 500-hour service requirement for participation. Retirement deductions are **required** to begin with your 500 hours of service in a fiscal year. You do have the option to waive participation, but only if you qualify according to PSERS' requirements.

**PLEASE NOTE:** If you are currently a PSERS annuitant, this does not apply to you, ***but you are required to notify us*** that you are currently receiving a pension from PSERS. **If you are working full-time for another school, *retirement deductions are mandatory.* If you are already a qualified member, having met the service requirements previously, *retirement deductions are mandatory.***

#### WAIVING MEMBERSHIP:

If you are a qualified part-time hourly employee, you may waive membership with PSERS within 90 days of qualification. To qualify to waive membership with PSERS, you must have an Individual Retirement Account (IRA) or other eligible retirement plan such as a Traditional IRA, Roth IRA, Simplified Employee Pension (SEP), or a Savings Incentive Match Plan for Employees of Small Employers (SIMPLE) IRA.

If you choose to waive membership with PSERS, you must do so through the Member Self-Service (MSS) Portal on the "Class Election" tab. You must certify that you have an IRA or other eligible retirement plan. If you are returning to service and choose to waive membership, you must contact PSERS to waive and complete a PSERS Membership Waiver for Part-Time Employees (PSRS-51) form. You have 90 days to waive membership with PSERS. Please contact PSERS for any questions at 1-888-773-7748.

Upon reaching the service requirement for the year, there is an 8.25% mandatory employee contribution under class T-G that is withheld from your pay on a pre-tax basis for federal income tax.

Please complete the information on the following page indicating the applicable option for PSERS withholding. If you have any questions regarding this information, please feel free to contact the Benefits Office directly at (610) 282-1030, extension 5202. Thank you in advance for your anticipated cooperation.

- ☐ Begin retirement deductions from my pay if/when I meet the service requirements.
- ☐ I am currently a member of PSERS. Please begin withholding retirement immediately.
- ☐ I am a PSERS annuitant, currently receiving a pension from PSERS. **DO NOT** withhold retirement from my pay. I agree to waive ***all retirement benefits*** from PSERS that could arise from this service.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date