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DIVISION OF PENSIONS AND BENEFITS
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March 20, 2008

TO: Certifying Officers
FROM: John D. Megariotis, Deputy Director, Finance
Division of Pensions and Benefits
SUBJECT: Defined Contribution Retirement Program (DCRP) for PERS and TPAF Members

This letter outlines procedures for employers when addressing eligibility and enrollment of certain Public Employees' Retirement System (PERS) or Teachers' Pension and Annuity Fund (TPAF) members into the Defined Contribution Retirement Program (DCRP).*

The DCRP was established July 1, 2007, under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007, and provides eligible members with a tax-sheltered, defined contribution retirement benefit, along with life insurance and disability coverage. The DCRP is jointly administered by the Division of Pensions and Benefits and Prudential Financial. The implementation date for the DCRP will be April 1, 2008.

DCRP ELIGIBILITY FOR PERS AND TPAF

Chapter 92 established the Defined Contribution Retirement Program (DCRP). Chapter 103 expanded DCRP eligibility to employees enrolled in the PERS or TPAF on or after July 1, 2007, who earn salary in excess of established "maximum compensation" limits for PERS or TPAF pension contributions. The maximum compensation is based on the annual maximum wage for Social Security and is subject to change at the start of each calendar year.

For calendar year 2007, the annual maximum wage was \$97,500.

For calendar year 2008, the annual maximum wage is \$102,000.

Therefore, an employee enrolled in a PERS or TPAF eligible position on or after July 1, 2007 who will earn in excess of the maximum compensation limit in a calendar year will be enrolled in the DCRP — in addition to the PERS or TPAF.

- PERS and TPAF members who also participate in the DCRP will receive service credit in their PERS or TPAF account, and will be eligible to retire under the rules of the PERS or TPAF — with the final salary at retirement limited to the maximum compensation amounts in effect when the salary is earned.
- Additional retirement income will be available to the member based on contributions from salary in excess of the maximum compensation limit invested in the DCRP.

* DCRP enrollment procedures for elected or appointed officials are addressed in a separate letter.

- Certain Local employees hired between June 17, and June, 30, 2007 and enrolled in the PERS or TPAF as of July 1, 2007 are not subject to DCRP enrollment.

DCRP ENROLLMENT FOR PERS OR TPAF MEMBERS

Eligible PERS and TPAF members are enrolled in the DCRP when the annual salary exceeds the maximum compensation limit. This may occur in one of two ways:

- Upon enrollment into the PERS or TPAF, when an annual base salary amount is reported on the PERS or TPAF *Enrollment Application* that will exceed the maximum compensation; or
- When a PERS or TPAF member's annual salary increases to where it will exceed the maximum compensation and it is reported by the employer to the Division of Pensions and Benefits (either by directly contacting the Division, or when submitted on the Quarterly Report of Contributions).

Once the Division becomes aware that an employee's salary will exceed the maximum compensation, the employee will be automatically enrolled into the DCRP (unless a *DCRP Waiver* form is submitted, see below). Employees meeting these criteria who wish to establish, or maintain their investment account may contact Prudential Financial by calling 1-866-NJDCRP1 (1-866-653-2771) to speak with a representative or by logging on to: www.prudential.com/njdcrp.

Transfers

Employees who transfer into the PERS or TPAF on or after July 1, 2007 will not be subject to maximum compensation limits or DCRP enrollment **if** the employee was a member of the PERS or TPAF on or before June 30, 2007 **and** any of the following situations apply:

- The member is transferring to a PERS or TPAF eligible position without a break in service; or
- Any break in service is 24 months or less from the date of the last PERS or TPAF pension contribution and the account has not been withdrawn; or
- Any break in service is 24 months or less from the end of an approved leave of absence; or
- The member is returning from a break in service that was the result of an involuntary layoff or reduction in force and the return is within 10 years of the date of the last PERS or TPAF pension contribution and the account has not been withdrawn.

If a member transfers into the PERS or TPAF on or after July 1, 2007 after a break in service that falls beyond the 24 month or 10 year exceptions described above, the member will be subject to the maximum compensation rules and DCRP enrollment.

Required Contributions

The DCRP is intended to be a tax-qualified defined contribution money purchase pension plan under Internal Revenue Code (IRC) § 401(a) et seq., and is further intended to be a "governmental plan" within the meaning of IRC § 414(d). Therefore, required contributions under the DCRP carry the same tax treatment as do required

contributions under the PERS or TPAF — all mandatory pension contributions to the DCRP are federally tax deferred. However, these contributions will not be reported to the Division of Pensions and Benefits in the same manner as are contributions for the PERS and TPAF.

When enrolled in the DCRP, members contribute 5.5% of the base salary in excess of the maximum compensation limit to a tax-deferred investment account established with Prudential Financial, which administers the DCRP investments for the Division of Pensions and Benefits. Member contributions are matched by a 3% employer contribution based on the salary in excess of the maximum compensation limit. Employer and employee contribution amounts for each pay period shall be transmitted to Prudential Financial not later than the fifth business day after the date on which the employee is paid for that pay period.

As employees are enrolled into the DCRP, the employer will receive specific instructions on reporting and transmitting DCRP employer and employee contributions to Prudential Financial. Specific procedures for the submission of DCRP contributions to Prudential are also being published to the Employer Pensions and Benefits Administration Manual (EPBAM) at: www.state.nj.us/treasury/pensions/epbam/

The employer is responsible for informing any employee who has salary that will exceed the maximum compensation that he or she will be subject to DCRP enrollment. If the employee does not voluntarily waive DCRP enrollment (see below), payroll deductions will be forwarded to the DCRP investment account when the employee's salary reaches the maximum compensation, and the employer will be assessed the 3% contribution on the excess salary.

Optional Waiver of DCRP Enrollment

A PERS or TPAF member who is also eligible for the DCRP can choose to *voluntarily* waive participation in the DCRP, by submitting a *DCRP Waiver of Retirement Program Participation* within 30 days of the date they become eligible for enrollment into the DCRP.

Note: Due to the delay in implementing the DCRP, PERS or TPAF members who become eligible for the DCRP prior to April 1, 2008 and wish to waive participation should submit a *DCRP Waiver of Retirement Program Participation* to the Division of Pensions and Benefits no later than April 30, 2008.

Reinstatement

If a PERS or TPAF member waives DCRP participation and later wishes to participate, he or she can submit a *DCRP Election to Participate* form. DCRP membership will become effective January 1 of the following calendar year.

Designation of Beneficiary

After enrollment into the PERS or TPAF is completed — either online or by submitting a paper *Enrollment Application* — the new member is asked to submit a *Designation of Beneficiary* form. Upon the death of a DCRP eligible PERS or TPAF member, the Division of Pensions and Benefits will pay DCRP death benefits using the beneficiary information on file for the PERS or TPAF account.

Changing a PERS or TPAF beneficiary(ies), therefore, also changes the DCRP beneficiary(ies) on file.

- To change a beneficiary, PERS and TPAF members are encouraged to use the **online Designation of Beneficiary** application in the **Member Benefits Online System (MBOS)**. Visit: www.state.nj.us/treasury/pensions and click on "Online Member Services – MBOS" to log on or register for MBOS.
- A printable *Designation of Beneficiary* form is available on the Division of Pensions and Benefits Web site. Visit: www.state.nj.us/treasury/pensions and click on "Forms and Publications".

Vesting

A PERS or TPAF member who becomes eligible and is enrolled in the DCRP is immediately vested in the DCRP. A vested member has the right to a benefit at retirement based on both the employee and employer contributions to the DCRP.

Health Benefits

Chapter 92 provides that service time from enrollment in the DCRP cannot be used to qualify for State Health Benefits Program (SHBP) coverage at retirement.

However, PERS and TPAF members who also participate in the DCRP through earnings in excess of the maximum wage earn concurrent PERS or TPAF credit. The PERS or TPAF credit can be applied to eligibility for retired group SHBP coverage, if otherwise eligible through that PERS or TPAF employment.

Other Benefits

Additional information about DCRP retirement, group life insurance, long term disability benefits, and other topics are found in Fact Sheet #79, *Defined Contribution Retirement Program for PERS and TPAF Members*.

SUPPORT MATERIALS AND ADDITIONAL INFORMATION

Fact Sheet #79, the Designation of Beneficiary, Waiver of Participation, and DCRP Election to Participate forms can be found on the DCRP home page of the Division's Web site at: www.state.nj.us/treasury/pensions At the home page click on either "Links for Employers" or "Links for Active Employees," then select "Defined Contribution Retirement Program" from the "Retirement Systems" drop-menu.

Administrative information for employers is also being posted to the Employer Pensions and Benefits Administration Manual (EPBAM) at: www.state.nj.us/treasury/pensions

The *Online Designation of Beneficiary* application is available for PERS and TPAF members on the Member Benefits Online System (MBOS). Visit www.state.nj.us/treasury/pensions and click on "Online Member Services – MBOS" to log on or register for MBOS.

If after reviewing this information you have additional questions regarding the DCRP or any of the information provided in this letter, contact the Division's Office of Client Services at (609) 292-7524, or e-mail the Division at: pensions.nj@treas.state.nj.us

Enclosures

Fact Sheet #79, Defined Contribution Retirement Program for PERS and TPAF Members
DCRP Waiver Form for PERS and TPAF Members

DCRP Election to Participate Form (for PERS or TPAF employees who previously waived DCRP enrollment)

DEFINED CONTRIBUTION RETIREMENT PROGRAM (DCRP)

For PERS and TPAF Members

The Defined Contribution Retirement Program (DCRP) was established July 1, 2007, under the provisions of Chapter 92, P.L. 2007 and Chapter 103, P.L. 2007.

The DCRP provides eligible members with a tax-sheltered, defined contribution retirement benefit, along with life insurance and disability coverage.

ELIGIBILITY

Individuals eligible for membership in the DCRP include:

- **State or local officials** who are elected or appointed on or after July 1, 2007; and
- **Employees enrolled in the PERS or TPAF** on or after July 1, 2007, who earn salary in excess of established "maximum compensation" limits.

This fact sheet addresses DCRP membership for employees enrolled in the PERS or TPAF.

Elected or appointed officials should refer to Fact Sheet #80, *DCRP for Elected and Appointed Officials*.

Employees *enrolled* in the PERS or TPAF *on or after* July 1, 2007 are subject to a maximum compensation limit for PERS and TPAF pension contributions. The maximum compensation is based on the annual maximum wage for Social Security (see chart below) and is subject to change at the start of each calendar year.

PERS/TPAF ANNUAL MAXIMUM WAGE	
YEAR	MAXIMUM WAGE
2007	\$97,500
2008	\$102,000

Therefore, an employee enrolled in the PERS or TPAF on or after July 1, 2007 who earns in excess of the annual maximum wage will be enrolled in the DCRP — *in addition to* the PERS or TPAF.

- PERS or TPAF members who also participate in the DCRP will receive service credit in their PERS or TPAF account, and will be eligible to retire under the rules of the PERS or TPAF — with the final salary at retirement limited to the maximum compensation amounts in effect when the salary is earned.

- At retirement, additional income will be available to the member based on contributions from salary above the maximum compensation limit invested in the DCRP.

Optional Waiver

A PERS or TPAF member who is also eligible for the DCRP can choose to voluntarily waive participation in the DCRP by submitting a *DCRP Waiver Form* to the Division of Pensions and Benefits.

If a PERS or TPAF member waives DCRP participation and later wishes to participate, he or she can apply for DCRP enrollment at that time, with membership to be effective January 1 of the following calendar year.

ENROLLMENT

Eligible PERS or TPAF members are enrolled in the DCRP when the annual salary exceeds the maximum compensation limit. This may occur either:

- Upon enrollment into the PERS or TPAF when an annual base salary is reported on the *Enrollment Application* that will exceed the maximum compensation; or
- When a PERS or TPAF member's annual salary is increased to where it will exceed the maximum compensation and it is reported by the employer to the Division of Pensions and Benefits (either by directly contacting the Division, or when submitted by the employer on the Quarterly Report of Contributions).

When enrolled in the DCRP, members contribute 5.5% of the base salary in excess of the maximum

compensation limit to a tax-deferred investment account established with Prudential Financial, which jointly administers the DCRP investments with the Division of Pensions and Benefits. Member contributions are matched by a 3% employer contribution based on the salary in excess of the maximum compensation limit.

It is important that an employer enroll a DCRP eligible PERS or TPAF member as soon as it is known that the employee's annual salary will exceed the maximum compensation, so that the DCRP account can be established in advance of collection of any required contributions.

Transfers

Employees who transfer into the PERS or TPAF on or after July 1, 2007 will not be subject to maximum compensation limits or DCRP enrollment **if** the employee was a member of the PERS or TPAF on or before June 30, 2007 **and** any of the following situations apply:

- The member is transferring to a PERS or TPAF eligible position without a break in service; or
- Any break in service is 24 months or less from the date of the last PERS or TPAF pension contribution and the account has not been withdrawn; or
- Any break in service is 24 months or less from the end of an approved leave of absence; or
- The member is returning from a break in service that was the result of an involuntary layoff or reduction in force and the return is within 10 years of the date of the last PERS or TPAF pension contribution and the account has not been withdrawn.

If a member transfers into the PERS or TPAF after a break in service that falls beyond the 24 month or 10 year exceptions described above, the member will be subject to the maximum compensation rules and DCRP enrollment.

Vesting

A PERS or TPAF member who becomes eligible and is enrolled in the DCRP is immediately vested in the DCRP. As a vested member, you have a right to a benefit at retirement based on both the employee and employer contributions to the DCRP.

RETIREMENT

Six months before retirement, a member should contact the employer and Prudential Financial for information regarding DCRP benefits and options.

A DCRP member may elect to receive all or a portion of his/her account in a lump-sum distribution, or in a variety of periodic payment methods. Please contact your administrative services provider for more information. **All returns of contributions and earnings are considered taxable in the year they are received;** therefore, the type of payout plan should be considered carefully prior to retirement.

There is no minimum retirement age under the DCRP. The member will automatically be considered retired, regardless of age, if there is any distribution of mandatory contributions.

A member may take a distribution at any time after termination of employment; however, if you return to public employment in New Jersey, you cannot participate in any State-administered retirement system.

Health Benefits at Retirement

Please note that service time from enrollment in the DCRP cannot be used to qualify for State Health Benefits Program (SHBP) coverage at retirement; however, PERS or TPAF members who also participate in the DCRP through earnings in excess of the maximum wage will continue to earn credit toward SHBP coverage, if eligible at retirement, through their PERS or TPAF service.

Please contact your employer's human resources office or benefits administrator to ask about health benefit coverage options available in retirement.

LIFE INSURANCE COVERAGE

While employed, a PERS or TPAF member enrolled in the DCRP is covered by employer-paid life insurance, payable to their designated beneficiaries in the amount of 1½ times the annual base salary on which DCRP contributions were based. This coverage is available without a medical examination to members under age 60. Newly enrolled members 60 years of age or older must undergo a medical examination to qualify.

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DCRP members will continue to be insured for up to two years if on an approved leave of absence without pay for personal illness.

Note: The Internal Revenue Service classifies all life insurance coverage over \$50,000 as a fringe benefit subject to taxation. The amount of the life insurance coverage is not taxable, but the premium required to pay for the life insurance coverage is taxable. Members can elect to waive insurance coverage over \$50,000 at any time. For more information on this topic, see Fact Sheet #22, *Waiver of Non-Contributory Group Life Insurance over \$50,000*.

Upon retirement, life insurance under the DCRP reduces to 3/16 of the annual base salary on which DCRP contributions were based. This life insurance coverage is available in retirement only to:

- PERS or TPAF members enrolled in the DCRP who are age 60 or older if the member has completed 10 years of participation in the DCRP, PERS, or TPAF;
- PERS or TPAF members enrolled in the DCRP who are any age if the member has completed 25 years of participation in the DCRP, PERS, or TPAF.

The member must also have been an active employee in the twelve months immediately preceding the initial receipt of a retirement annuity payment.

LONG-TERM DISABILITY COVERAGE

A member is eligible for employer-paid long-term disability insurance coverage after one year of participation in the DCRP.

The member becomes eligible for the disability benefit after six consecutive months of total disability due to an occupational or nonoccupational condition.

To be considered totally disabled due to sickness or accidental bodily injury, the member must be unable to perform any and every duty pertaining to his/her occupation. The member need not be confined to home, but must be under a doctor's regular care.

If a member is totally disabled, the member is eligible to receive a regular monthly income benefit up to 60% of the base salary on which DCRP contributions were based during the 12 months preceding the onset of the disability. While disabled, the member's and the employer's mandatory contributions are automatically credited to the member's retirement account.

The monthly income benefit is offset by any other periodic benefit the member may be receiving, such as Workers' Compensation, short-term disability, or Social Security.

Eighteen months after the onset of long-term disability eligibility, the member must be unable to engage in any gainful occupation for which he/she is reasonably suited by education, training, or experience. Total disability is not considered to exist if the member is gainfully employed, incarcerated, or if the disability resulted from an act of war, or was intentionally self-inflicted.

Long-term disability benefits will be paid as long as the member remains disabled or until the member attains age 70. Should the member begin receiving payments under the retirement annuity, these benefits terminate.

This fact sheet has been produced and distributed by:

**New Jersey Division of Pensions and Benefits • PO Box 295 • Trenton, New Jersey 08625-0295
(609) 292-7524 • TDD for the hearing impaired (609) 292-7718**

URL: <http://www.state.nj.us/treasury/pensions> • E-mail: pensions.nj@treas.state.nj.us

This fact sheet is a summary and not intended to provide total information.

Although every attempt at accuracy is made, it cannot be guaranteed.

NEW JERSEY DEFINED CONTRIBUTION RETIREMENT PROGRAM

**WAIVER OF RETIREMENT PROGRAM PARTICIPATION
FOR EMPLOYEES ENROLLED IN THE PERS OR TPAF**

(Please follow the instructions on page 2 of this form)

EMPLOYEES ENROLLED IN THE PERS OR TPAF *(Read and sign below)*

As a member of PERS or TPAF, deemed eligible and required to participate in the Defined Contribution Retirement Program (DCRP) based upon salary exceeding the Social Security Maximum, under P.L. 2007, c. 103 (N.J.S.A. 18A:66-2 et seq. and N.J.S.A. 43:15A-6 et seq.), I elect to waive participation in the DCRP with regard to my current eligible employment.

I acknowledge that this written waiver filed with the Division of Pensions and Benefits waives all rights and benefits that would otherwise be provided by the DCRP.

I understand that I may thereafter elect to participate in the retirement program by filing with the Division of Pensions and Benefits, an *Election To Participate In the DCRP* form. Such election shall commence on the first day of January following the filing of the election to participate.

CERTIFICATION AND SIGNATURE *(Must be completed by all applicants)*

By signing this form, I acknowledge that I am waiving all rights and benefits that would otherwise be provided by the Defined Contribution Retirement Program with regard to my employment or position with

_____ as _____
Name of Employer *Title*

Member's Name (Please Print)

Daytime Phone Number

Signature

Date

DCRP WAIVER FORM — INSTRUCTIONS

MEMBER INSTRUCTIONS

READ THE INFORMATION ABOUT WAIVER OF PARTICIPATION IN THE DCRP, then complete the Certification and Signature section . By signing this *Waiver Form* you indicate that you understand and agree to the conditions.

IN THE CERTIFICATION AND SIGNATURE SECTION:

- **Enter the Full Name of your Employing Entity and your Official Title or position.**
- **Print your Name** — Enter your full name (first, middle initial, and last name).
- **Enter your Daytime Phone Number** — Include area code, phone number, and extension.
- **Sign and Date this *Waiver Form*.** Unsigned waivers will be returned.
- **Submit the completed form to your employer.**

EMPLOYER INSTRUCTIONS

IF WAIVING PARTICIPATION, this completed form **must** be submitted to the Division of Pensions and Benefits at the time employment commences.

RETURN THIS COMPLETED FORM TO:

**DEFINED CONTRIBUTION RETIREMENT PROGRAM
New Jersey Division of Pensions and Benefits
P O BOX 295
Trenton, New Jersey, 08625-0295**

NEW JERSEY DEFINED CONTRIBUTION RETIREMENT PROGRAM

**ELECTION TO PARTICIPATE IN THE DCRP
FOR PERS OR TPAF EMPLOYEES
WHO PREVIOUSLY WAIVED DCRP ENROLLMENT**

(Please follow the instructions on page 2 of this form)

DO NOT WRITE IN THIS BOX LOCATION NO. IDENTIFICATION NO.

1. Have you previously *waived* participation in the Defined Contribution Retirement Program? Yes No
(If "No", do not use this form. See your employer about enrollment into the Defined Contribution Retirement Program.)

APPLICANT INFORMATION: (Please Print or Type)

2. Name: _____
First (no nicknames) Middle Last

3. Date of Birth: ____/____/____
Month Day Year

4. Social Security Number: _____

5. Gender: Male Female

6. Daytime Phone: (____) _____

8. Are you receiving a benefit from a New Jersey State-administered or local New Jersey retirement system?
 Yes No

7. Address: _____
Street

(If "Yes", please provide retirement system name)

City State Zip Code

EMPLOYER INFORMATION (Please Print or Type):

9. Employer Name: _____

10. County: _____

11. PERS or TPAF Location #: _____ Payroll #: _____
State Loc Only

12. Date Employment Began: ____/____/____
Month Day Year

13. Current Annual Base Salary \$ _____

14. Title/Position of Applicant: _____

15. Applicant's Signature: _____ Date: ____/____/____

By signing this form I acknowledge that I rescind my waiver and wish to begin participation in the Defined Contribution Retirement Program. I also understand that once enrolled I cannot later waive participation in the DCRP while serving in this title or position.

EMPLOYER CERTIFICATION

16. Phone Number: (____) _____ Ext.: _____

I certify that this employee and position meets the eligibility criteria for the retirement program under **N.J.S.A. 43:15C-2**.

17. Certifying Officer: _____ Date: ____/____/____
Print Name Signature Month Day Year

NOTE: SEE INSTRUCTIONS FOR BENEFICIARY DESIGNATION INFORMATION

ELECTION TO PARTICIPATE IN THE DCRP — INSTRUCTIONS FOR PERS OR TPAF EMPLOYEES WHO PREVIOUSLY WAIVED DCRP ENROLLMENT

(This application to be completed by the enrolling member and the employer)

PRIOR WAIVER

1. **A PERS or TPAF member** eligible for the DCRP — due to salary in excess of the annual maximum wage for Social Security — who waives participation and later wishes to participate, can apply for DCRP enrollment with membership **to become effective January 1** of the calendar year following receipt of a completed *Election to Participate in the DCRP* form by the Division of Pensions and Benefits.
 - **If you are newly eligible for the DCRP** and have not previously waived participation, do not use this form. You will be automatically eligible for the DCRP when your employer submits the *PERS or TPAF Enrollment Application* to the Division of Pensions and Benefits.
 - **For elected or appointed officials**, the decision to waive participation in the DCRP is **irrevocable** for that office or appointment. If you are enrolling based upon a different elected office or appointment, your employer should submit a *DCRP Enrollment Application* to the Division of Pensions and Benefits.

APPLICANT INFORMATION

2. **Name** — Enter your full name (first, middle initial, and last name).
3. **Date of Birth** — Enter your date of birth. Proof of age is required at the time of retirement — if available, attach a photocopy of your proof of age to this application. Do not delay submitting the *Election to Participate in the DCRP* form if proof of age is not available.
 - Acceptable proof of age documents include: birth certificate; passport; naturalization or immigration papers; age recorded on marriage licenses, or certain other records showing age including baptismal, military, census, school, or business records.
4. **Social Security Number** — Enter your Social Security number.
5. **Gender** — Indicate your gender.
6. **Daytime Phone Number** — Enter your daytime phone number and extension (be sure to include the area code).
7. **Address** — Enter your current mailing address.
8. **Are you receiving retirement benefits** — Indicate if you are receiving a benefit from a New Jersey State-administered retirement system or local New Jersey retirement system, and if so, give the system's name.

EMPLOYER INFORMATION

9. **Employer Name** — Enter the full employer name.
10. **County** — Enter county in which the employer is located.
11. **Location and Payroll Numbers** — Enter the appropriate location or payroll number, as applicable.
12. **Date Employment Began** — Enter the date on which the applicant started employment.
13. **Current Annual Base Salary** — Enter the annual base salary paid to the applicant on the date the *Election to Participate in the DCRP* form is certified by the employer.
 - Base salary is the contractual salary of the applicant. Base salary should not include bonuses, overtime pay, stipends or longevity pay, or sick or vacation time paid in lump sum. Hourly or per diem rates should not be entered.
14. **Title/Position of Applicant** — Enter the official title/position of applicant.
15. **Applicant's Signature** — **Sign and date this application.** By signing, the applicant rescinds any prior waiver and requests participation in the DCRP. The applicant also acknowledges that upon enrollment, waiver at a later date is no longer permitted while serving in the same DCRP eligible title or position. Unsigned applications will be returned

EMPLOYER CERTIFICATION

16. **Phone Number** — Enter the telephone number for the employer representative who completed this application (be sure to include the area code and extension).
17. **Certifying Officer** — The Certifying Officer should print his/her name, then **sign and date this application**. Unsigned applications will be returned.

BENEFICIARY DESIGNATION

The newly enrolled member's estate will be designated as the beneficiary for any death benefit payable. New members who wish to name a specific beneficiary must submit a *Designation of Beneficiary* using the Member Benefits Online System (MBOS) — go to www.state.nj.us/treasury/pensions/mbosregister.htm for details; or submit a *Designation of Beneficiary* form to the Division of Pensions and Benefits.