

**RETIREMENT PLAN ENROLLMENT FORM**  
Colorado Mountain College Defined Contribution Plan (“ORP”)  
For Benefits Eligible Faculty and Staff.

Please note that this form is a legal document.

No wording can be crossed out or added – doing so will void the form.

Please follow all instructions to avoid completing sections that are not applicable.

**For the following section of the attached Enrollment Form, indicate whether:**

- 1) you have previously been employed by a public college or university in Colorado offering an “ORP” and
- 2) have previously made this election to participate in that institution’s ORP or Colorado PERA.

Prior Election Made to Participate in PERA or Optional Retirement Plan of Public College or University in the State of Colorado (other than the University of Colorado (check one):

Y     N

**To elect PERA as your retirement plan you must be:**

- an active PERA member with at least 12 months of service credit,
- an in-active PERA member with at least 12 months of service credit,
  - or a current PERA retiree.

Special note: unless you are a PERA retiree, you may not elect PERA as your retirement plan if 1) you have previously been employed by a public college or university in Colorado offering an “ORP”; and 2) during that employment you made an election to participate in that institution’s ORP. Similarly, if your election at that time was to participate in PERA you may not now elect ORP.

## RETIREMENT PLAN ENROLLMENT FORM

**Colorado Mountain College  
Defined Contribution Plan (“ORP”)  
For Benefits Eligible Faculty and Staff<sup>1</sup>**

Name (Last, First, Initial):		Social Security Number:	
Address:	City:	State:	Zip:
College Campus:	Day Phone:	Date of Birth:	
Years of PERA Service (if any): (from most recent PERA statement)	Prior Election Made to Participate in PERA or Optional Retirement Plan of Public College or University in the State of Colorado (other than the University of Colorado (check one):  <p style="text-align: center;"><input type="checkbox"/> Y    <input type="checkbox"/> N</p>		

### **Section 1 -- Employment History**

Please check the box which best describes your employment history as it relates to retirement plan eligibility (check only one):

- I have never worked for an employer that participates in the Colorado Public Employees’ Retirement Association (“PERA”). I must participate in the ORP -- Continue to Section 6.**
- I previously worked for less than one year for an employer that participates in PERA -- Continue to Section 2.**
- I previously worked for one year or more for an employer that participates in PERA and have not retired from PERA -- Continue to Section 3.**
- I previously worked, more than one year, for an employer that participates in PERA and have retired from PERA -- Continue to Section 4.**

### **Section 2 -- If You Have Less Than One Year of PERA Service Credit<sup>2</sup>**

If you have less than one year of prior PERA service credit, you **must** participate in the ORP and, if so, continue to Section 6. Your PERA employee contributions from any prior Colorado PERA employment, plus interest, will be transferred to the ORP.

<sup>1</sup> Designated as an administrative position by the President or the President’s designee.

<sup>2</sup> If you are not certain about your PERA service credit, please contact Human Resources.

**Section 3 -- If You Have At Least One Year of PERA Service Credit and Are Not A PERA Retiree**

If you have at least one year of PERA service credit, with CMC or from other prior Colorado PERA employment, **and** have not previously made an irrevocable election to participate in a defined contribution plan (“DCP”)/optional retirement plan of an employing institution or participate in PERA, you may choose to participate in PERA or the ORP (check only one):

- Prior Election to Participate in PERA** -- Sign and return form.
- Prior Election to Participate in An Employing Institution’s DCP/Optional Retirement Plan** -- Continue to Section 6.
- No Prior Election** -- Continue to Section 5.

**Section 4 -- If You Are A PERA Retiree**

If you are a PERA Retiree, you may choose to participate in PERA or the ORP (check only one): **(PERA Retirees must make this election with each new period of employment).**

- Option A** -- Participate in PERA. (Sign and return form.)
- Option B** -- Participate in the ORP. (Continue to Section 6).

**Section 5 -- Your PERA/ORP Choice** (If you have at least one year of PERA service credit and have not made a prior election to participate in a DCP/optional retirement plan)

Using the information available about the Public Employees’ Retirement Association (PERA) plan and the Colorado Mountain College Defined Contribution Plan (ORP), choose the option below that is best for your personal situation (check only one): **This is a one-time, irrevocable choice (except for PERA Retirees, who may make this election with each new period of employment).**

- Option A** -- Active PERA participation. (Sign and return form.)
- Option B** -- Inactive PERA participation<sup>3</sup>. Terminate future PERA contributions, begin participation in the ORP. (Continue to Section 6).
- Option C** -- Terminate PERA membership. Transfer your PERA employee contributions, plus interest, to the ORP, begin participation in the ORP. All rights to future PERA benefits (associated with the transfer) are waived by selecting this option. (Continue to Section 6).

**Note: No transfer of PERA employee contributions and interest will be made if you are concurrently employed by another PERA employer.**

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<sup>3</sup> An inactive PERA member has terminated membership and is not making member contributions, but has money in a member contribution account.

**Section 6 -- Your ORP Investment Company Choice**

You may direct ORP contributions to only one company at a time. During the annual open enrollment period, you may choose a different company for the following year. Once you choose a company, the company will ask you to choose among their specific investment funds in a separate step. I choose (check only one):

- Teachers Insurance and Annuity Association/College Retirement Equity Fund (TIAA)
- Variable Annuity Life Insurance Company (VALIC)

**Note: If you elect either TIAA or VALIC and fail to choose among the specific investment funds offered, ORP contributions to your account will be invested in the applicable default investment fund, which is currently the TIAA Access Lifecycle Funds T4 or the VALIC Government Money Market Fund.**

**Certification**

**I understand that the choice I make between PERA and the ORP is a one-time, irrevocable choice (except for PERA Retirees, who may make this election with each new period of employment) that will be effective as long as I am employed by Colorado Mountain College. I also understand that my investment company choice will be effective until I elect to change companies during an open-enrollment period. Signing this election form does not constitute a contract for employment or benefits.**

<b>Signature</b>	<b>Date</b>
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**Please return to Human Resources.**