



KPERS-3 Rev. 2/17

ELECTED OFFICIAL ELECTION OF MEMBERSHIP (NON-LEGISLATIVE)

■ **Important** – This form is to irrevocably elect regular KPERS membership and contribute to the System. Your designated agent should submit the completed form to the Retirement System, and then complete the enrollment process using KPERS' employer web portal. More information and instructions on page 2.

■ **Contact Us** – **toll free:** 1-888-275-5737 • **phone:** 785-296-6166 • **fax:** 785-296-6638
email: kpers@kspers.gov • **web:** kspers.gov • **mail:** 611 S. Kansas Ave., Suite 100, Topeka, KS 66603

■ **Part A – Irrevocable Election of KPERS Membership**

K.S.A. 74-4911(3) provides that "[a]ny employee who is an elected official and is eligible to join the system shall file, within 90 days after taking the oath of office, an irrevocable election to become or not to become a member of the system. Such election shall become effective immediately upon making such election, if such election is made within 14 days of taking the oath of office, or, otherwise, on the first day of the first payroll period of the first quarter following receipt of the election in the office of the Retirement System. In the event that such elected official fails to file the election to become a member of the Retirement System, it shall be presumed that such person has elected not to become a member." **Note: This is a one-time election that is available to you the first time you take the oath of office. You will have no further election to join the Kansas Public Employees Retirement System (KPERS) for so long as you hold this office without a break in service. Failure to file this form is an irrevocable election not to become a member.**

I, _____ (name), _____ (Social Security Number), holding the position of _____ (name of office), being advised of the provisions of K.S.A. 74-4911(3), do hereby make my **irrevocable** election below (select one).

- ☐ Yes, I elect to become a member of the Kansas Public Employees Retirement System.
☐ No, I elect not to participate in the Kansas Public Employees Retirement System.

I first took office in this position on _____ (month/day/year).

I attest that the duties of my elected office require (select one):

- ☐ At least 1,000 hours of work annually; or
☐ I am a city council or county commission member and my annual compensation for this office is at least \$5,000.

Elected Official Signature: _____ Month/Day/Year: ____/____/____

Designated Agent Signature: _____ Month/Day/Year: ____/____/____

KPERS Employer Number: _____

*Any elected official who fails to file this form within 90 days of taking office has irrevocably elected not to participate in KPERS.

ELECTED OFFICIAL IRREVOCABLE ELECTION OF MEMBERSHIP INFORMATION AND INSTRUCTIONS

The holder of an elected state office has a one-time choice whether to participate as a member of KPERS upon first becoming eligible for membership. The first time an individual takes the oath of office is the only time the individual may make an election during his/her tenure in office without a break in service.

An elected official, or an appointed official filling an elected office, who meets the requirements for KPERS membership (1,000 hours work annually, or for city council and city commission members, compensation equal to or exceeding \$5,000 for office annually) must file an election declaring whether he/she wants to become a participating member of the Retirement System within 90 days after taking the oath of office. He/she must file the Elected Officials Irrevocable Election of Membership (non-legislative) form (KPERS-3). If he/she elects to become a member of the Retirement System, the election will become effective immediately if the election is made within 14 days of taking the oath of office, or otherwise on the first day of the payroll period of the first quarter following receipt of the election form in the Retirement System office.

Should an elected official decide not to become a participating member of the Retirement System, he/she should indicate such on the KPERS-3. If no election is made, the Retirement System will consider the elected official not a member; that is, no election will mean an irrevocable election to not become a member. If the elected official fails to make an election during the time allotted, he/she may not choose at a later date to become a member.

The Designated Agent for the employer should keep a copy of the Election of Membership form, regardless of whether the elected official chooses (or does not choose) to become a participating member of the Retirement System.