



**West Virginia  
Consolidated Public Retirement Board (CPRB)**

601 57th Street SE, Suite 5  
Charleston, WV 25304  
304-558-3570 or 800-654-4406  
[www.wvretirement.com](http://www.wvretirement.com)

**Public Employees  
Retirement System (PERS)**

**Membership Enrollment**

All full-time employees, as defined in WV Code §5-10-2 and WVCSR §162-5-2, of the State of West Virginia or of a participating political subdivision are required to participate in the Public Employees Retirement System (PERS) as a condition of employment. Please see Section 2 below for exceptions to this rule.

**Section 1: Employee Information**

Employee Full Name		SSN	Date of Birth	Gender Female Male
Employee Mailing Address		City	State	Zip Code
Employee Email Address		Home Telephone Number	Mobile Telephone Number	
Employer Name		Date of Hire with Current Employer	Job Position	
Position Status Part Time Full Time Elected Temporary	Scheduled Hours Per Day	Payroll Frequency Weekly Bi-Weekly Semi-Monthly Monthly		
Type of Rate of Pay Daily Hourly Monthly Yearly	Rate of Pay \$	Employment Payment Type Hourly Salaried Per Diem/Daily		
Are you currently retired under any of the State's Retirement Systems? If Yes, please list the retirement system: _____		Yes No	Have you previously contributed to the Public Employees Retirement System? * Yes No	
Name of Spouse	Spouse Date of Birth	Spouse SSN	Do you have previous Military Service? Yes No If yes, forward a copy of your DD-214 to CPRB. **	
<b>List previous employment with employers who participate in the Public Employees Retirement System or the Teachers' Retirement System</b>	<b>Date Employment Began (M/D/Y)</b>	<b>Date Employment Ended (M/D/Y)</b>	<b>Did you withdraw your retirement contributions upon termination of employment?*</b>	
1.				
2.				

\*Any member of PERS who has been re-employed for one full year by a participating PERS employer may purchase previously withdrawn PERS service, provided that they redeposit the withdrawn funds plus interest. Reinstatement payments must begin within two years of the return to employment and the full amount repaid (in a lump sum or payments) within five years of the return to employment.

\*\*An Employee hired for the first time and first became a PERS member on or after July 1, 2015 will participate in PERS Tier II, and must request a calculation of the cost to purchase active military service or WV National Guard Title 32 military service credit under PERS. The request must be received by PERS within the first 12 consecutive months of contributing service in PERS. If the request is not received within the first 12 consecutive months of contributing service in PERS, a PERS Tier II member is ineligible to purchase active military service or WV National Guard Title 32 military service credit.

**Section 2: Member of a Legislative Body or Certain Retiree Voluntary Election to Participate (refer to eligibility criteria below)**

If you are a member of a legislative body or a retired member of the WV State Police Death, Disability and Retirement Fund (Trooper Plan A), WV State Police Retirement System (Trooper Plan B), WV Deputy Sheriff Retirement System (DSRS), or any Municipal Police Officer or Firefighter Retirement System, you have the option not to participate in PERS. Please select the box below if you fall under one of these criteria and you **VOLUNTARILY ELECT** to participate in PERS. **NOTE: Your decision to participate in PERS is irrevocable once CPRB receives your first contribution.**

I wish to participate in PERS

**Section 3: Employee Signature**

Employee Signature	Date Signed
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**Section 4: CPRB Internal Use Only**

PERS – Tier I – 4.5% Employee Contribution (First became a member of PERS prior to July 1, 2015)  
 PERS – Tier II – 6.0% Employee Contribution (Hired for first time and first became a PERS member on or after July 1, 2015)  
 Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_