

## SAMPLE LETTER

### Plan 3 Options for PERS, SERS or TRS Plan 3 Member Changing Employers

I, \_\_\_\_\_, understand the following:

I am a Plan 3 member employed in a retirement-eligible position and I have 90 calendar days from my date of hire to select my contribution rate option and investment program. I need to complete, sign, and submit the *Member Information Form* to my employer.

- If I do not select a contribution rate, I will be defaulted to contribution rate Option A (5 %).
  - The rate option is irrevocable unless I change employers.
- If I do not select an investment program, I will be defaulted to the Self-Directed Investment Program and all of my contributions will be invested in the Retirement Strategy Fund that assumes I'll retire at age 65.
  - I can change my investment program in the future by completing the *Plan 3 Change of Investment Program* form, and submitting it to my employer.

My date of hire is \_\_\_\_\_ and my 90 days expires on \_\_\_\_\_.

I know that I can find more detailed information on the Washington State Department of Retirement Systems website at [www.drs.wa.gov/choice](http://www.drs.wa.gov/choice).

**To document my rate option and investment program choices, the *Member Information Form* must be submitted by 4:30 PM on the expiration date to the:**

- Human Resource Office
- Payroll
- Other \_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date