



# Retirement Status Verification

## Washington State Department of Retirement Systems

Employers can use this form to document the retirement status of all new employees.

### Employer Instructions

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RCW 41.50.139 requires employers to obtain, in writing, the retirement status of all new employees. Your organization can document the status using your own process, or by using this form. If using this form:

- Ask the employee to complete and sign the Employee Information section below.
- Use the Member Management Process in the Employer Reporting Application (ERA) to verify the employee's retirement status.
- Record the results in the Employer Verification section below.
- Use Retiree Return to Work (RRTW) Reporting Charts to review reporting instructions as necessary.
- Sign and date this form. Retain for 60 years.

### Employee Information And Employer Verification

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Employee Name (Last, First, Middle)

Your Social Security number is required for DRS to report payments to the IRS, as required by IRC sections 6041(a) and 6109.

Social Security Number

**Employee:** are you a retiree of one of Washington state's retirement systems?

Yes

No

If yes, which one(s)?

**Employer:** verify that the member retired from a Washington state retirement system.

Yes

No



**Employee:** are you a LEOFF Plan 2 retiree?

Yes

No

**OR**

Are you currently eligible to retire from LEOFF Plan 2 with an unreduced benefit?

Yes

No

**Employer:** If yes, and filling eligible position (not LEOFF Plan 2 position), have employee complete a LEOFF Plan 2 Re-employment form located in the forms section on the employer website at [www.drs.wa.gov/employer/](http://www.drs.wa.gov/employer/).

**Employee:** Are you a retiree of a separate retirement plan covered by the city of Seattle, Spokane or Tacoma?

Yes

No

If yes, which one or ones?

**Employer verify:** If the employee checked yes, stop. Contact Employer Support Services (ESS) before enrolling the employee in a DRS retirement plan.

**Employee:** Are you currently employed by another public employer and contributing to a Washington state retirement system? That is, will you be working at the same time for two public employers?

Yes

No

**Employer verify:** If the employee checked yes, stop. Contact ESS before enrolling the employee in a DRS retirement plan.

### Employee Signature (Required)

Employee Signature

Date (mm/dd/yyyy)

### Employer Comments (optional)

Please enter any additional comments here. If you need more room, use page 3.

## Employer Signature

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I verified the above information using the Employer Reporting Application (ERA) or by contacting DRS. I acknowledge that failure to properly report a retiree to DRS can result in a liability to the employer.

Employer Signature

Date (mm/dd/yyyy)

## Questions? Contact Employer Support Services (ESS)

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**Call:** 800-547-6657, option 6, then option 2 or 360-664-7200, option 2 (TTY 711)

**Email:** [drs.employersupport@drs.wa.gov](mailto:drs.employersupport@drs.wa.gov)