



Membership Application for Newly Appointed City Managers and Chief Administrators

This is a retirement plan membership application for newly appointed city managers and chief administrators.

Send completed form to:
Department of Retirement Systems
PO Box 48380 • Olympia, WA 98504-8380

www.drs.wa.gov 800.547.6657
360.664.7000 • TTY: 711

Important Information

Use this application if you are a newly appointed city manager or chief administrator for a city, town, county, port or Public Utility District (PUD). With this application you can join or opt out of your retirement plan membership. If you join, your membership will be effective from the first day of your appointment to the position. If you are an appointed or elected official, use the [Application for Membership as an Elected or Appointed Official](#).

Note: You must return this application to DRS within 30 days from the date of your appointment.*

Personal Information

Name (Last, First, Middle)		Social Security Number	
Mailing Address	City	State	ZIP
Phone Number	Alternate Phone Number	Email Address	

Current Position

Position Title	Employer	Beginning of Appointment (mm/dd/yyyy)
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Signature Required

Select One.	
<input type="checkbox"/> Join: I choose to join membership with the Department of Retirement Systems in an appointed City Manager or Chief Administrator position. I understand my participation in the plan will continue until I separate from service.	
<input type="checkbox"/> Opt out: I choose to opt out of membership with the Department of Retirement Systems in an appointed City Manager or Chief Administrator position.	
Signature	Date (mm/dd/yyyy)

***If you join after the 30-day window, you must pay the actuarial amount from the date of your appointment to the membership acceptance date as required under [RCW 41.50.165](#).**

