



## How to Enroll

A more secure future is just a few simple steps away. This guide will lead you through the process.

### Disclaimer – Please read carefully

This Guide provides an overview of the PERS/OPSRP and the ORP. The descriptions of PERS and OPSRP in this Guide are based on Oregon Public Universities' understanding of applicable legislation, as amended and as affected by judicial decisions, as of the date of this guide. In addition, PERS regularly adopts administrative rules to implement legislative and operational changes. The descriptions of PERS and OPSRP are therefore subject to modification and/or clarification by new legislation, court decisions, and PERS' administrative rulemaking.

## Optional Retirement Plan – Public Employees Retirement System

This material is intended to assist in the administration of the plan, and it includes a summary of common ORP Plan provisions. To obtain additional information contact your campus benefits office for assistance with questions, transactions, or circumstances that are not included in this Guide.

In case of conflict between this Guide and the official plan documents of the ORP and Oregon state law regulating OPSRP/PERS, the official plan documents, Oregon state law, and federal regulation will govern. A copy of the ORP Plan document is available through your campus benefits office upon request or [here](#) on the OPURP website.

**Table of Contents**

Enrollment Instructions..... 4

Completing the ORP/PERS Election Form ..... 5

Changing Your ORP Investment Provider..... 5

ORP/PERS Election Form - Illustration ..... 6

PERS to ORP Transfer Form - Illustration ..... 8

ORP Change Form - Illustration ..... 10

## Enrollment Instructions

The Optional Retirement Plan (ORP) and Oregon Public Service Retirement Plan (OPSRP)/Public Employees Retirement System (PERS) are designed to give you a choice in your retirement program.

An ORP/PERS Election Form is sent to you by your campus benefits office before your eligibility date and is due in the benefits office by the 10<sup>th</sup> of the first month following completion of your 6-month waiting period.

If the benefits office does not receive a completed and signed ORP/PERS Election Form from you by that date or if you do not select an ORP investment company on the election form, you will automatically be enrolled in OPSRP or PERS, based on your hire date.

### ORP Enrollment

If you elect to participate in the ORP, enrollment is a two-step process:

1. Complete the ORP/PERS Election Form. This form establishes your one-time, irrevocable election to participate in either PERS/OPSRP or the ORP and will initiate your payroll contribution. It also establishes your choice of an investment provider, which may be Fidelity Investments or TIAA.
2. Establish an account with your selected provider, either ORP: Fidelity or ORP: TIAA.
  - a. Information about investments and services through Fidelity Investments and TIAA is available online at each company's "Oregon Public Universities Retirement Plans" custom website, and enrollment service center representatives will assist you over the telephone. For direct enrollment assistance or to request enrollment materials, see the companies' contact information on the first page of the Election Form.
  - b. Open an account with your selected investment provider online, over the phone, or by submitting an application form provided by Fidelity or TIAA.
  - c. Your account application must name specific investment funds. If you don't provide investment instructions, the contributions to your account will be directed to a default, age-appropriate lifecycle fund until you provide specific directions for investing your account.

- d. If you want to transfer your PERS account(s) or your IAP Account to the ORP, both the ORP/PERS Election Form and the PERS-to-ORP Transfer Form must be received by the benefits office by the 10<sup>th</sup> of the month (or by the previous Friday if the 10<sup>th</sup> is on a weekend) to be effective the first of that month. Contact your campus benefits office for the PERS-to-ORP Transfer Form and instructions.

PERS/OPSRP and ORP forms must be turned in by the 10<sup>th</sup> of the month in which you are eligible to enroll in the retirement plans.

**After the 10<sup>th</sup> of the month in which you are eligible, you will be automatically enrolled in PERS/OPSRP if you have not elected the ORP. Your signed election form is required, even if you default to PERS/OPSRP.**

## Completing the ORP/PERS Election Form

To enroll in PERS/OPSRP, only the ORP/PERS Election Form is required.

To enroll in the ORP, you need to provide your campus benefits office with a completed ORP/PERS Election Form **AND** confirmation you have established an account with Fidelity Investments or TIAA. For rollovers or transfer of other retirement accounts to the ORP, including PERS/OPSRP/IAP accounts, contact your campus benefits office for the necessary additional forms.

---

## Changing Your ORP Investment Provider

Once you have elected to participate in the ORP, you may change your investment provider once each plan (calendar) year. It is a two-step process to direct future contributions to a new investment provider.

1. **Open an account with your new investment provider.**
2. **Complete an ORP Change Form** to notify your campus benefits office to change your contributions in the payroll system. The ORP Change Form is online on the [OPURP website](#) and is also available in your benefits office.

### ORP/PERS Election Form – Illustration

#### ORP or PERS Election Instructions

Clear Form

**A) Fill in your personal information:**

SSN:

Birth:

Hire:

Date of:

Eligibility:

Identification:

First Name:

Last Name:

Address:

City:

State:

Zip Code:

Phone/Email:

Institution:

**B) Elect ONE Plan: This is a one-time, irrevocable election**

**Optional Retirement Plan (ORP)**  
 I currently have an OPSRP/PERS account. (If so, you must also complete and attach a **PERS-to-ORP Transfer Form**.  
 Next Steps: Go to Section C to select your ORP Fund Sponsor, and then complete Section D to certify your election.

**Oregon Public Service Retirement Plan (OPSRP)/Public Employees Retirement System (PERS)**  
 Next steps: Complete Section D to certify your election.

**C) ORP Fund Sponsor: If you have selected ORP, choose ONE sponsor**

**ORP: Fidelity Investments**  
 You must apply online or send your ORP application directly to Fidelity Investments to ensure your contributions are invested as you wish. Request a Getting Started Guide to download the guide and apply online at [www.netbenefits.com/opurp](http://www.netbenefits.com/opurp)

**ORP: TIAA**  
 You must send your TIAA application for directly to TIAA to ensure your contributions are invested as you wish. Apply online at [www.tiaa.org/opurp](http://www.tiaa.org/opurp)

**D) Certification and Signature**

I understand that the choice I make between the ORP and OPSRP/PERS is a one-time, irrevocable choice that will be effective as long as I am employed by the universities participating in the ORP, including future periods of employment or re-employment.

I further understand that:

- Contributions sent to an ORP fund sponsor selected above may be invested in an age-appropriate lifecycle fund until the fund sponsor receives my online or signed application form indicating my investment choice(s);
- The Board and Plan Sponsor assume no responsibility for determining that investments I select are suitable for me. I agree to indemnify and hold the Board and Plan Sponsor, its officers, employees and agents harmless from, and to pay the State of Oregon promptly on demand for, an and all losses, liabilities, claims, and costs, including reasonable attorneys' fees that may arise from my acts or omissions related to my selection of investments or services.
- This form must be returned to my campus benefits office by the 10<sup>th</sup> of the month in which I am eligible to enroll in the retirement plans. Late return of this form will result in automatic PERS/OPSRP enrollment.

This release and indemnification is in addition to and in no way restricts any rights which may exist at law or under any other agreement(s) between me and Oregon Public Universities Retirement Plans.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*\*\*Please keep a copy of this form for your records\*\*\*

Processed by: \_\_\_\_\_ Processing Date: \_\_\_\_\_

Human Resources Use Only: Date Received: \_\_\_\_\_

### ORP/PERS Election Form Illustration

### ORP or PERS Election Instructions

**A) Fill in your personal information to assist us in processing your form. This information also allows us to contact you if we require any additional information. All information in this section is required for us to complete your election.**

**(D) Certification and Signature**

I understand that the choice I make between the ORP and OPSRP/PERS is a time-irrevocable choice that will be effective as long as I am employed by the universities participating in the ORP, including future periods of employment or re-employment.

I further understand that:

- Contributions sent to an ORP fund sponsor selected above may be invested in an age-appropriate lifecycle fund until the fund sponsor receives my notice or signed application form indicating my investment choice(s);
- The Board and Plan Sponsor assume no responsibility for determining the investments I select are suitable for me. I agree to indemnify and hold the Board and Plan Sponsor, its officers, employees and agents harmless from liabilities, claims, and costs, including reasonable attorneys' fees that may arise from my acts or omissions related to my selection of investments or investments I select.
- This form must be returned to my campus benefits office by the 10<sup>th</sup> of the month in which I am eligible to enroll in the retirement plan. Late return of this form will result in automatic PERS/OPSRP enrollment.

This release and indemnification is in addition to and in no way restricts any rights which may exist at law or under any other agreement(s) between me and Oregon Public Universities Retirement Plans.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*Please keep a copy of this form for your records\*\*\*

Processed by: \_\_\_\_\_ Processing Date: \_\_\_\_\_

**B) Select the plan in which you would like to participate. If you select the ORP, you must also complete section C. Be sure to enroll with your ORP sponsor as soon as possible to avoid any delay in investing your ORP contributions.**

**(B) Elect ONE Plan: This is a one-time, irrevocable election.**

Optional Retirement Plan (ORP)  
(I currently have an OPURP/PERS account. If so, you may also contact Support Services at Section C to add your ORP Fund Sponsor, and then complete Section D to certify your election.)

Oregon Public Service Retirement Plan (OPSRP)/Public Employees Retirement System (PERS)  
Next step: Complete Section D to certify your election.

**(C) ORP Fund Sponsor: If you have selected ORP, choose ONE sponsor**

ORP - Fidelity Investments  
You must apply online or send your ORP application directly to Fidelity Investments to ensure your contributions are invested as you wish. Request a Getting Started Guide to download the guide and application form at [www.fidelityinvestments.com/orp](http://www.fidelityinvestments.com/orp)

ORP - TIAA  
You must send your TIAA application for directly to TIAA to ensure your contributions are invested as you wish. Apply online at [www.tiaa.com/orp](http://www.tiaa.com/orp)

**C) Your ORP contributions will be sent to the ORP Fund Sponsor that you select in this section. For more details about each fund sponsor, visit their OPURP-specific website or contact your local HR representative.**

Institution	Drop-Off Location	Mailing Address	City, State, Zip	FAX
EOU	Inlow Hall, RM 209	One University Blvd	La Grande, OR 97850	541-962-3023
OIT	Snell Hall 110	3201 Campus Dr	Klamath Falls, OR 97601	541-851-5200
OSU	236 Kerr Admin Bldg	236 Kerr Admin Bldg	Corvallis, OR 97331	541-737-7771
PSU	1600 SW 4 <sup>th</sup> Ave, Ste 518	P.O. Box 751	Portland, OR 97207-0751	503-725-5896
SOU	Churchill 139	150 Siskiyou Blvd	Ashland, OR 97520	541-552-8508
UO	677 E 12 <sup>th</sup> St, Ste 400	5210 University of Oregon	Eugene, OR 97403	541-346-2548
WOU	Admin. 305	345 N Monmouth Ave	Monmouth, OR 97361	503-838-8522

D) These are some of the important ramifications of your plan selection. For more details about this choice please visit [www.opurp.org](http://www.opurp.org) or contact your local HR representative. Your signature and current date is required at the bottom of section D.

D3) To record your election, return this form to your campus benefits office as outlined below. If your form is not returned, you will be automatically enrolled in PERS/OPSRP.

A) Fill in your personal information to assist us in processing your form. This information also allows us to contact you if we require any additional information. All information in this section is required for us to complete your election.

B) Select the plan in which you would like to participate. If you select the ORP, you must also complete section C. Be sure to enroll with your ORP sponsor as soon as possible to avoid any delay in investing your ORP contributions.

C) Your ORP contributions will be sent to the ORP Fund Sponsor that you select in this section. For more details about each fund sponsor, visit their OPURP-specific website or contact your local HR representative.

### PERS to ORP Transfer Form Illustration

#### PERS to ORP Transfer Form

Clear Form

#### A) Fill in your personal information

SSN				Address			Date of Birth		
First Name				City	State	Zip Code	Hire		
Last Name				Phone	Institution			Eligibility	

#### B) Identify your situation:

I am a Tier 1 or Tier 2 PERS member...

Who is vested in the PERS Plan

Who is not vested in the PERS Plan

**C) Implications of transferring your account:**

I will transfer my current PERS member account to my ORP investment company. I forfeit my PERS pension and all rights to future PERS benefits.

I am required by statute to transfer my PERS member account to the ORP. I forfeit my PERS pension and all rights to future PERS benefits.

IAP?	Member Account?
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No

#### D) Select accounts to be transferred:

#### E) Instructions

I am an OPSRP Pension Program (OPSRP) member...

Who is vested in the OPSRP and whose pension benefit present value is \$5,000 or less.

Who is vested in the OPSRP and whose pension benefit present value is more than \$5,000.

Who is not vested in the OPSRP.

**F) Certification and Signature**

I authorize PERS to make the transfers designated in Section D and request the transfers be distributed to the ORP Funds Sponsor named on my Retirement Plan Election Form. I understand that each transfer is irrevocable and that transferred funds may not be returned to PERS.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Human Resources Use Only: Date Received: \_\_\_\_\_ Processed by: \_\_\_\_\_ Date sent to PERS: \_\_\_\_\_

#### E) Instructions

Use the checklist to the right to confirm that you have completed all necessary steps to make sure that your transfer proceeds smoothly.

- \*Transfers will not be completed without all four steps completed.
- \*Return all forms to your campus benefits office.
- \*Please keep a copy of this form for your records.

#### F) Certification and Signature

I authorize PERS to make the transfers designated in Section D and request the transfers be distributed to the ORP Funds Sponsor named on my Retirement Plan Election Form. I understand that each transfer is irrevocable and that transferred funds may not be returned to PERS.

Signed By: \_\_\_\_\_

Date

Human Resources Use Only: Date Received: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date sent to PERS: \_\_\_\_\_

#### To-do:

- PERS to ORP Transfer Form (this form)
- ORP or PERS Election Form
- Enroll with your ORP Fund Sponsor
- Complete your ORP Fund Sponsor's Transfer Form and return it to your Fund Sponsor

#### Confirmation

<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No



### PERS to ORP Transfer Form

C) These are some of the important ramifications of transferring your account. For more details about the ORP please visit [www.opurp.com](http://www.opurp.com) or contact your local HR representative. No action is necessary in section C, but please read it carefully.

A) Fill in your personal information to assist us in processing your form. This information also allows us to contact you if we require any additional information. All information in this section is required for us to complete your transfer.

### PERS to ORP Transfer Form

**A) Fill in your personal information**

SSN: \_\_\_\_\_  
 First Name: \_\_\_\_\_  
 Last Name: \_\_\_\_\_

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Phone: \_\_\_\_\_

Birth Date of: \_\_\_\_\_  
 Hire Date: \_\_\_\_\_  
 Eligibility: \_\_\_\_\_

**B) Identify your situation:**

I am a Tier 1 or Tier 2 PERS member...  
 Also is vested in the PERS Plan

Who is vested in the PERS Plan and whose pension benefit present value is \$5,000 or less.

Who is vested in the OPSRP and whose pension benefit present value is more than \$5,000.

Who is not vested in the OPSRP.

**C) Implications of transferring your account:**

I will transfer my current PERS member account to the ORP investment company. I forfeit my PERS pension and all rights to future PERS benefits.  
 Yes  No

I am required by statute to transfer my PERS member account to the ORP. I forfeit my PERS pension and all rights to future PERS benefits.  
 Yes  No

**D) Select accounts to be transferred:**

LAP:  Yes  No  
 Member Account?  Yes  No

**Confirmation:**

Yes  No  
 Yes  No  
 Yes  No  
 Yes  No

**E) Instructions**

Use the checklist to the right to confirm that you have completed all necessary steps to make sure that your transfer proceeds smoothly.

1. Transfers will not be completed without all three steps completed.

2. Return all forms to your campus benefits office.

3. Please send a copy of this form to your record.

**F) Certification and Signature**

I authorize PERS to make the transfer designated in Section D and request the transfer be distributed to the ORP Funds Sponsor named on my Retirement Plan Election Form. I understand that each transfer is irrevocable and that transferred funds may not be returned to PERS.

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Date sent to PERS: \_\_\_\_\_

**To do:**

PERS to ORP Transfer Form (this form)  
 ORP or PERS Election Form  
 Enroll with your ORP Fund Sponsor  
 Complete your ORP Fund Sponsor's Transfer Form and return it to your Fund Sponsor

**D) Choose which accounts (if any) you would like to transfer from PERS to your ORP provider.**

**F) Please sign and date this form once all other sections have been completed. After this form is complete, return it, along with all other relevant forms, to your campus benefits office (listed below). Remember to keep a copy of this form for your records.**

**B) If you have questions about your retirement benefits, contact PERS at:**

**Mailing Address**  
 PO Box 23700  
 Tigard, OR 97281-3700

**Telephone**  
 (Monday-Friday, 8:30AM-5PM)  
 888-320-7377 (toll free)  
 503-603-7766 (TTY)  
 503-598-0561

**Email**  
[customer-service.pers@state.or.us](mailto:customer-service.pers@state.or.us)

**E) Your enrollment and transfer form can be obtained from your Fund Sponsor. Make sure that you provide contact information in section A so that we can get in touch if we require any additional information.**

Institution	Drop-Off Location	Mailing Address	City, State, Zip	FAX
EOU	Inlow Hall, Room 209	One University Blvd La Grande, OR 97850	La Grande, OR 97850	541-962-3023
OIT	Snell Hall 110	3201 Campus Dr Klamath Falls, OR 97601	Klamath Falls, OR 97601	541-851-5200
OSU	236 Kerr Admin Bldg	236 Kerr Admin Bldg Corvallis, OR 97331	Corvallis, OR 97331	541-737-7771
PSU	1600 SW 4 <sup>th</sup> Ave, Suite 518	P.O. Box 751 Portland, OR 97207-0751	Portland, OR 97207-0751	503-725-5896
SOU	Churchill 139	150 Siskiyou Blvd Ashland, OR 97520	Ashland, OR 97520	541-552-8508
UO	677 E 12 <sup>th</sup> Ave, Suite 400	5210 University of Oregon Eugene, OR 97403	Eugene, OR 97403	541-346-2548
WOU	Admin 305	345 N Monmouth Ave Monmouth, OR 97361	Monmouth, OR 97361	503-838-8522

### ORP Change Form Illustration

## ORP Change Form

Complete this form if you wish to change to another fund sponsor serving the Optional Retirement Plan.

### 1. Employee Information

Name (Last, First, Initial)	Social Security Number (required)	Date of Birth
University/Institution	Day Phone / Email	Hire Date
Home Address		

### 2. Your ORP Fund Sponsor Choice

You may direct ORP contributions to only one fund sponsor at a time. You may change your election for future contributions only once during a calendar year. Once you choose a new fund sponsor, you must complete and return the application form for your newly selected ORP fund sponsor. Note: If you are a Tier 4 ORP member, you must use the same Fund Sponsor for both of your ORP and TDI accounts.

Current ORP Fund Sponsor (name): \_\_\_\_\_

Change my ORP Fund Sponsor to (Check one and provide the date you sent the application to the new company.):

**ORP: Fidelity Investments**

You must apply online or send your ORP application directly to the plan administrator, Fidelity Investments, to ensure your contributions are invested as you wish.\* Request a Getting Started Guide or apply online at [www.netbenefits.com/opurp/](http://www.netbenefits.com/opurp/)

**ORP: TIAA**

You must send your TIAA application form or online application directly to TIAA to ensure your contributions are invested as you wish\*. Apply online at <https://www.tiaa.org/public/tcm/opurp/home>

**ORP: VALIC**

New enrollments closed after October 10, 2007. If you were enrolled with VALIC on October, 2007 and wish to return, contact your campus benefits office to confirm you are eligible. You must return your VALIC application form to VALIC Financial Advisors, Inc. to ensure your contributions are invested as you wish\*.

*Attach confirmation of your online enrollment or a copy of your application.*

Date of Fund Sponsor Account Application: \_\_\_\_\_

### 3. Certification

I understand that this election will be effective until I change my selected ORP fund sponsor in another calendar year.

\*I further understand and agree that contributions sent to the fund sponsor selected above may be invested in a money market fund (VALIC) or an age-appropriate lifecycle fund (Fidelity Investments and TIAA) until the company receives my online or signed application form indicating my investment choice(s).

Signature \_\_\_\_\_ Date \_\_\_\_\_

**You must provide this form to your campus benefits office by the 10<sup>th</sup> of the month in which you wish this change to be effective.**

One copy to Campus Benefits Officer; One Copy should be retained by Employee

Rev 1/2019