

GDGP Exclusion Request, Attestation & Employer Certification

(Active Contributing Membership in Another Title 47 Retirement System)

Instructions

Pursuant to O.C.G.A. § 47-22-1(4), an employee who is an active contributing member of another retirement system established under Title 47 is excluded from enrollment in the Georgia Defined Contribution Plan (GDGP).

This form documents an employee's request for the statutory GDGP exclusion and the employer's certification of the employee's eligibility for ERSGA review and determination.

Upon ERSGA approval, the GDGP Exclusion election will be established in ERSGA systems and will drive Compliance Reason Code 04 Other Retirement Plan to be established in GA@WORK.

Employee Submission Requirements:

- ☐ Complete Employee Information and Attestation Section 1.
- ☐ Sign and date the form.
- ☐ Provide documentation verifying active contributing membership in another eligible Title 47 Retirement System.
- ☐ Submit completed form and supporting documentation to employer promptly after hire.
- ☐ Immediately notify your employer if you no longer meet the statutory eligibility requirements for this exclusion.

Employer Submission Requirements:

- ☐ Determine if the employee qualifies for the statutory GDGP exclusion.
- ☐ Confirm that the supporting documentation the employee provided verifies they are an active, contributing member of another eligible Title 47 Retirement System.
- ☐ Complete Employer Certification Section 2.
- ☐ Sign the Employer Certification.
- ☐ Submit completed form and supporting documentation to ERSGA.

Submit the completed form and supporting documents to ERSGA:

Upload: Log in to the ERSGA Employer Portal at employer.ers.ga.gov from the Employer Desktop select **Document Upload**

Mail: Employees' Retirement System of Georgia
Two Northside 75, Suite 300
Atlanta, GA 30318-7778

Fax: 404-350-6308

Important Information

Acceptable Supporting Documentation

- Current pay statement showing active retirement deductions.
- Retirement enrollment confirmation
- Official verification of active participation from employer/retirement system
- Other documentation to support membership in another Title 47 Retirement Plan, approved by ERSGA

Failure to Provide Documentation

Failure to timely provide the completed attestation and required supporting documentation may result in:

- Enrollment in GDCP
- Employee and employer GDCP contribution deductions

Important!

If an employee is enrolled in GDCP before ERSGA approves the statutory exclusion, the employer must continue reporting GDCP contributions until notified by ERSGA.

Once ERSGA approves the exclusion and GDCP coverage is terminated, the employee may apply for a refund of any GDCP employee contributions withheld, subject to ERSGA policies and procedures.

GDCP Exclusion Request, Attestation & Employer Certification
(Active Membership in Another Title 47 Retirement Plan)

Section 1: Employee Information and Attestation

Last Name: _____ First Name: _____ MI: _____

SSN: _____ Employee ID: _____

Employee Attestation (Required)

I certify under penalty of false statement that:

- ☐ At the time of my employment in this position, I was an active contributing member of another retirement system established under Title 47, as such, I am requesting exclusion from the Georgia Defined Contribution Plan (GDCP).
- ☐ I understand this exclusion applies only while I meet the statutory eligibility requirements and if I am no longer an active contributing member of that retirement system, I will promptly notify my employer.
- ☐ I understand providing false information may result in retroactive enrollment in GDCP and any applicable employee contributions.
- ☐ I have provided documentation supporting my active contributing membership in the retirement system identified below.

The Title 47 Retirement System in which I am an active contributing member is:

- ☐ Teachers Retirement System (TRS)
- ☐ Peace Officers' Annuity and Benefit Fund (POAB)
- ☐ Georgia Military Pension Fund (GMPF) Non-State Active Duty (SAD)
- ☐ Other Title 47 Retirement System: _____

Employee Signature: _____ Date: _____

Section 2: Employer Certification

Employer Name: _____ Employer Code: _____

Employee Hire Date: _____ Work Phone: _____

- ☐ I have verified employee's completed attestation and documentation supporting the employee's active contributing membership in another eligible Title 47 Retirement System.
- ☐ To the best of my knowledge, the employee qualifies for the statutory GDCP exclusion under O.C.G.A. § 47-22-1(4).

Authorizing Representative: _____ Title: _____

Authorizing Signature: _____ Date: _____