DRS
WASHINGTON STATE
Department of Retirement Systems

Application for Membership as an Elected or Appointed Official

This is a retirement plan membership form for elected or appointed officials.

Important Information

Use this application to join, opt out of, or defer your retirement plan membership. If you join, your membership will be effective from the first day of your current term or appointment. Prior elected service may be purchased by contacting the Department of Retirement Systems.

If you are a newly-appointed city manager or chief administrator officer, you must return this application to DRS within 30 days 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 Current Term or Appointment

Prior Elected or Appointed Positions

Position Title	Employer (If Different)	Dates of Prior Term
Position Title	Employer (If Different)	Dates of Prior Term

Signature Required

Select One

☐ **Join**: I choose to join membership with the Department of Retirement Systems in an Elected or Appointed position. I understand my participation in the plan will continue until I separate from service.

☐ **Opt out**: I choose to opt out of membership with the Department of Retirement Systems in an Elected or Appointed position.

☐ **Defer**: I defer my choice regarding membership until a later date. If I choose to join at a later date, I will submit a new application to DRS.

Signature	Date

Send completed form to DRS at the address above.
Be sure to also submit a copy to your employer.

Your Social Security number is needed so DRS can report to the IRS any funds paid to you. DRS will not disclose your Social Security number unless required to do so by law. See IRC sections 6041(a) and 6109.

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