

Hello, this is Hunter Norris again with Employer Services. I want to take a minute to discuss the updated RSA-1 Enrollment Packet and pertinent RSA-1 forms.

The RSA-1 enrollment packet includes form instructions on how to enroll in the plan and frequently asked questions.

The first form is the RSA-1 Deferred Compensation Plan Enrollment. This should be used if you have an employee who is enrolling in RSA-1 and does not have an existing account, for either RSA-1 Pre-tax or Roth. This form must be submitted to RSA-1 to establish an account. Contributions should not be submitted until RSA-1 has received this form. If RSA-1 receives contributions without executed enrollment forms, any contributions will be refunded after 31 days from the first contribution received.

The second form in the Enrollment Packet is the RSA-1 and PEIRAF Beneficiary Designation. Employees should submit this form to RSA-1 to designate or change a beneficiary for their RSA-1 Account. This form should not be used to change the beneficiary information for an ERS, TRS, or JRF retirement account.

The third form is the RSA-1 Authorization to Defer Compensation. This form must be submitted to the payroll officer to authorize deductions from the employee's paycheck for Pre-tax contributions, Roth contributions, or both. This form will be filled out each time an employee starts, stops, increases, or decreases their RSA-1 contributions.

In addition, the RSA-1 Contribution Allocation form should be filled out by members who have an existing RSA-1 account and want to begin contributions to Roth or change the allocations of future contributions. This form must be submitted to RSA-1.

Members will be able to access these forms from the RSA website and through Member Online Service Accounts (MOS) at Go-Live.

If you have any questions regarding the upcoming changes to the RSA-1 forms, please contact the RSA-1 Division.