



**TRS PARTICIPATION OPT-OUT FORM
FOR NON-CLASSIFIED OPTIONAL EMPLOYEES**

Non-classified optional personnel¹regularly employed for 20 hours or more per week are eligible to become members of the Teachers' Retirement System (TRS). These **optional personnel must elect whether to participate in TRS within 30 days of their initial date of hire or their initial eligibility for TRS, whichever is later.** This election applies to all eligible non-classified employment at both current and all subsequent TRS employers.

SUBMIT THIS FORM ONLY IF YOU ARE ELECTING TO OPT OUT OF PARTICIPATION IN TRS
FAILURE TO TIMELY SUBMIT THIS ELECTION FORM WILL RESULT IN THE EMPLOYEE BEING DEEMED TO PARTICIPATE IN TRS.

EMPLOYEE INFORMATION (ALL SECTIONS MUST BE COMPLETE)

First Name: _____ Middle Name: _____ Last Name: _____

Telephone: _____ Date of Birth: _____ SSN: _____

Position: _____ Date of Hire or Initial Eligibility: _____

Pursuant to OKLA. STAT. tit. 70, § 17-103, I am making an irrevocable election to OPT OUT of participation in TRS. I understand that I will not be permitted to participate in TRS as a non-classified employee at any subsequent TRS employers. I understand that this election may NOT be changed.

Employee's Signature: _____ Date: _____

Employer: _____ Employer's District Code: _____

I hereby certify that the above-named individual is an optional employee and acknowledge their above election.

Superintendent/Payroll Officer

Signature Date

Employers should submit this form via fax, (405) 522-1534, or mail, P.O. BOX 53524 OKC, OK, 73152.

Employers must keep a copy of this form in the employee's personnel file.

¹This form is not applicable to classified members who are performing non-classified duties at the same or a different TRS employer. Please see Okla. Admin. Code 715:10-13-2 requiring contributions to be made on all compensation of members.

² "Nonclassified optional personnel" means any person regularly employed by the public educational institutions in Oklahoma for twenty (20) hours or more per week. Effective July 1, 2022, "nonclassified optional personnel" also includes adjunct teachers employed pursuant to rules promulgated by the State Board of Education under OKLA. STAT. tit. 70, § 6-122.3, who may be eligible for optional membership in TRS provided they are employed for twenty (20) hours or more per week. See Okla. Admin. Code 715:10-1-4. "Nonclassified optional personnel" does not include (1) employees who work less than 20 hours per week, (2) substitute, irregular, seasonal, graduate assistant, fellowship recipient adjunct supplemental (except adjunct teachers as described above), or temporary employees, or (3) any employees excluded from TRS eligibility under TRS rules.