

Employer Name		Date	Plan Type (Check One)
Agency/County Number / District Number			<input type="checkbox"/> School
Address			<input type="checkbox"/> State
City		State	Zip
			<input type="checkbox"/> County
			<input type="checkbox"/> Judges
			<input type="checkbox"/> Patrol

Employer Contact/Reporting Agent – Addition & Removal

Please use this form to add, update, or remove staff who will submit monthly reports, non-contributing member data, and/or function as a point of contact with the Nebraska Public Employees Retirement Systems (NPERS). **Anytime reporting agents or contacts within your organization change, please submit a new form.**

Primary agents/contacts serve as the employee NPERS will contact first with any questions/issues and should have access to personnel records and are familiar with your employment policies, payroll, and the retirement plan. You may also designate “backup” secondary reporting agents/contacts.

CONTACT INFORMATION

Indicate if a new reporting agent/contact or update/removal of an existing reporting agent/contact. If new, indicate any reporting duties (Monthly, Noncons, or both) and Primary or Secondary status. If there are no reporting duties, only enter contact information.

Add/Update contact/agent (indicate duties/status below) Remove existing contact/agent (enter name below)

Submit Monthly Reports: Primary Secondary

Submit Noncon Data: Primary Secondary

CONTACT NAME		EFFECTIVE DATE OF ADDITION/UPDATE/REMOVAL
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SOCIAL SECURITY NUMBER	DATE OF BIRTH
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WORK PHONE	FAX NUMBER	WORK EMAIL
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WORK PHONE	FAX NUMBER	WORK EMAIL
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This form must be signed by a Superintendent, Administrator, Personnel Director, or Employer Contact.

Signature	Date
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BAR CODE
