



Memorandum # 5/2006

Commonwealth of Massachusetts | Public Employee Retirement Administration Commission
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Joseph E. Connarton, *Executive Director*

MEMORANDUM

TO: All Retirement Boards

FROM: Joseph E. Connarton, Executive Director

RE: Notice to New Employees in a Job Not Covered by Social Security

DATE: January 12, 2006

Attached is a revised form and the accompanying instructions developed by the Social Security Administration to be completed by all new employees who begin work on or after January 1, 2005 and who are not covered by Social Security.

On December 3, 2004 PERAC Memo 45/2004 was issued with the form that was current at that time. The attached form is nearly identical to the earlier form and should be used beginning immediately.

As noted in PERAC Memo 45/2004, each new employee is to be given a copy of the form prior to the start of his or her employment. The employee is to sign the form and a copy is to be filed with the Retirement Board.

The completion of this form is mandated by federal law. Please share the new form and instructions with all of the governmental units whose employees make up the membership of your System. When an employee becomes a member of the Retirement System, the employer must provide the Board with signed a copy of the form. The form must be retained in the member's file.

If you have questions, please feel free to contact this office.

Attachment