Memorandum

To: All Part-Time Employees
From: Diann V. Mason, Director of Human Resources
RE: Teacher Retirement System of Texas (TRS)

In order to correctly secure retirement benefits for which you may be eligible, please complete the questionnaire below and return this form to the Human Resources Office with your payroll forms packet. All part-time employees must complete this form.

Currently, TRS guidelines allow any work you do for Paris Junior College to be subject to service credit if you are enrolled and contributing to a current TRS account. In order to be eligible, you must submit a completed TRS 5* to our office; then, through payroll deduction, you will be contributing 6.4% of your monthly salary from Paris Junior College to your retirement account and Paris Junior College will contribute 6% of your monthly salary to your retirement account.

If you are retired from TRS, we must know this information in order to correctly report the information to the Teacher Retirement System of Texas. Erroneous information about your TRS retirement status could adversely affect your retirement benefits.

If you retire or resign from a full-time position at your school, be sure to let us know immediately so that we can correctly report your status with Paris Junior College.

Please answer all the questions as completely as possible:

- **Are you currently employed/enrolled at an Independent School District or College and contributing to the TRS system?**
  - _____ No
  - _____ Yes, please provide the name and city of your school district:

- **Are you retired from the Texas Teacher Retirement System?**
  - _____ No
  - _____ Yes, please provide the name and city of the school district from which you retired and your retirement date:

Name (please print) __________________________ Signature __________________________ Date __________________________

*contact the Human Resources Office at 903.782.0483 or 903.782.0316 for a current TRS 5 form.*