

Minnesota State Colleges and Universities  
**Retirement Checklist for New Hires**

Your service for MnSCU may be covered by a retirement plan. If so, applicable retirement deductions will be taken. The information you provide to us is necessary to determine your proper retirement fund coverage and where your deductions will be contributed. If you are a MnSCU retiree drawing retirement benefits from any public pension plan or from IRAP, you are not eligible for any retirement contributions.

**1) Have you worked for any MnSCU college/university or system office in the past?** (*technical colleges, community colleges, state universities, system offices – see complete listing on attached sheet*) \_\_\_\_\_ No \_\_\_\_\_ Yes - If yes:

a) At what college/university? \_\_\_\_\_

Were deductions taken from your pay for contributions to a retirement plan?

\_\_\_\_\_ No \_\_\_\_\_ Yes - If yes, in which retirement plan did you participate?

\_\_\_\_\_ IRAP (*Individual Retirement Account Plan*)

\_\_\_\_\_ TRA (*Minnesota Teachers Retirement Association*)

\_\_\_\_\_ Other \_\_\_\_\_

b) Have you retired from employment at any MnSCU college/university? \_\_\_\_\_ No \_\_\_\_\_ Yes

If Yes, did you receive an Early Retirement Incentive? \_\_\_\_\_ No \_\_\_\_\_ Yes

**2) Will you be working at another MnSCU college/university concurrently with your assignment here?**

\_\_\_\_\_ No

\_\_\_\_\_ Yes - If yes: At what college/university? \_\_\_\_\_

**3) Under Minnesota Statutes, section 354B.21, Subdivision 3, you must certify whether you have had service credit in any of the pension plans in the State of Minnesota that are listed below. Please check the Plan(s) in which you have had service:**

\_\_\_\_\_ Teachers Retirement Association (TRA): If so, please indicate your TRA number: \_\_\_\_\_

\_\_\_\_\_ St. Paul Teachers Retirement Fund Association

\_\_\_\_\_ Duluth Teachers Retirement Fund Association

\_\_\_\_\_ Minnesota State Retirement System (MSRS)

\_\_\_\_\_ Correctional State Employees Retirement plan of the Minnesota State Retirement System

\_\_\_\_\_ Unclassified MSRS employee retirement program

\_\_\_\_\_ State Patrol retirement plan

\_\_\_\_\_ Legislators Retirement plan

\_\_\_\_\_ Elective State Officers Retirement plan

\_\_\_\_\_ Public Employees Retirement Association (PERA)

\_\_\_\_\_ Minneapolis Employees Retirement Fund (MERF)

\_\_\_\_\_ Public Employees Police and Fire Retirement Plan of PERA

\_\_\_\_\_ Local Government Correctional Service Retirement Plan of PERA

\_\_\_\_\_ Judges Retirement fund

**Please note:** If you are currently employed in an unclassified position (i.e., faculty, administrator, MAPE/MMA program director/supervisor or customized training representative) and are less than 25% of a full-time load for the academic year and have a current TRA balance, have never had an irrevocable retirement election within MnSCU, and are not a TRA annuitant, your salary will be covered by TRA. Once your employment is equal to or greater than 25% of a full-time load for the academic year, you will have an opportunity to irrevocably elect IRAP as your main retirement plan in lieu of TRA.

**4) Are you receiving a pension from any of the Pension Plans listed in #3 above?**

\_\_\_\_\_ No

\_\_\_\_\_ Yes - If yes, list the Minnesota Public Pension Plan \_\_\_\_\_

**5) Are you in this country on a F-1** (*curricular practical training or optional practical training*) **or J-1 VISA?**

\_\_\_\_\_ No

\_\_\_\_\_ Yes - If yes, please attach a copy of your VISA. *Note: Medicare, Social Security and retirement deductions will be taken from your pay until the Minnesota Management & Budget Department approves your VISA status as exempt from these deductions.*

I certify that I have read the above questions and checked the appropriate responses. I understand that if I failed to correctly certify any prior membership in one of the plans listed under #3 above, the Minnesota State Colleges and Universities system and its board shall be held harmless, and notwithstanding any law to the contrary, I will be personally responsible for any resulting cost or financial liability. I also understand that if I failed to correctly identify prior membership in TRA in #3 above, that the Minnesota State Colleges and Universities system and its board shall not be liable for any interest on my missed contributions. I understand that I may be covered by a qualified retirement plan and my contributions will be made on a pre-tax basis. I understand that the amount of my contributions will not be included in the amount of gross wages for tax purposes on my W-2 form.

Name \_\_\_\_\_ SS# \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**LISTING OF MINNESOTA STATE COLLEGES AND UNIVERSITIES, (INCLUDING FORMER NAMES)**

- Alexandria Technical & Community College
- Anoka-Ramsey Community College
- Anoka Technical College (*Anoka Hennepin Technical College*)
- Bemidji State University (*Bemidji State College*)
- Central Lakes College (*Brainerd Community College, Brainerd Technical College*)
- Century College (*Lakewood Community College*)
- Dakota County Technical College
- Fond du Lac Tribal & Community College
- Hennepin Technical College
- Hibbing Community College
- Inver Hills Community College
- Itasca Community College
- Lake Superior College (*Duluth Center, Duluth Technical College*)
- Mesabi Range Community & Technical College (*Mesabi Community College, Range Technical College*)
- Metropolitan State University
- Minneapolis Community & Technical College (*Metropolitan Jr. or Community College, Minneapolis Community College, Minneapolis Technical College*)
- Minnesota State College – Southeast Technical (*Red Wing Technical College, Winona Technical College*)
- Minnesota State Community & Technical College (*Detroit Lakes, Fergus Falls, Moorhead, Northwest, and Wadena Technical Colleges*)
- Minnesota State University Moorhead (*Moorhead State University, Moorhead State College*)
- Minnesota State University, Mankato (*Mankato State University, Mankato State College*)
- Minnesota West Community & Technical College (*Canby, Granite Falls, Jackson, and Pipestone Technical Colleges, Worthington Community College*)
- Normandale Community College
- North Hennepin Community College
- Northland Community & Technical Colleges (*East Grand Forks and Thief River Falls Technical College, Northland Community College*)
- Northwest Technical College, Bemidji (*Bemidji Technical College*)
- Office of the Chancellor (*Community College Board Office, Technical College Board Office, State University System Office, MnSCU System Office*)
- Pine Technical College
- Rainy River Community College
- Ridgewater College (*Hutchinson Technical College, Willmar Technical College, Willmar Community College*)
- Riverland Community College (*Austin Community College, MN Riverland Technical College – Austin Campus, South Central Technical College – Albert Lea Campus*)
- Rochester Community and Technical College (*Rochester Community College, Rochester Technical College*)
- St. Cloud State University (*St. Cloud State College*)
- St. Cloud Technical & Community College
- Saint Paul College – A Community and Technical College (*St. Paul Technical College, St. Paul A.V.T.I.*)
- South Central College (*South Central Technical College, North Mankato and Faribault Technical Colleges*)
- Southwest Minnesota State University (*Southwest State College, Southwest State University & Southwest Minnesota State College*)
- Vermilion Community College
- Winona State University (*Winona State College*)