



ANNE ARUNDEL COUNTY PUBLIC SCHOOLS

PLEASE READ CAREFULLY!!!!

INSTRUCTIONS FOR MARYLAND STATE RETIREMENT FORMS

Attached are two forms necessary to 1) enroll you in the Maryland State Retirement System and 2) specify your beneficiaries. Membership is mandatory and a condition of continued employment with Anne Arundel County Public Schools. A deduction is automatically taken from your paycheck.

1. APPLICATION FOR MEMBERSHIP (Form 001)



Complete the top section of the form. This form can be signed and dated. **Remove and retain applicant's copy for your records.**



DO NOT MAIL THIS FORM TO AACPS - Bring it with you to your processing session.

Note: If you previously worked for an organization that is a member of the Maryland State Retirement Agency, answer "Yes" to Question 1 on the Application for Membership.

2. DESIGNATION OF BENEFICIARY (Form 004)

This is a legal document and may not contain any errors or scratch overs. If you make an error completing this form, **you must complete a new form.** You can download a new Beneficiary form by accessing the State Retirement Web site at www.sra.state.md.us, selecting 'Forms' on the left side of the screen or calling The AACPS Office of Retirement at 410-222-5224.



All blocks of information for each beneficiary must be completed in full. If you do not have complete information for a beneficiary, you can write "**MY ESTATE**" in the space under beneficiary's name.

If you have questions concerning who you can name as a beneficiary, please refer to the instructions on the back of the Designation of Beneficiary form or call the State Retirement Agency at 1-800-492-5909.



This form **MUST** be notarized **prior to you attending the session.** You may have it notarized at your local bank, school or contact The AACPS Office of Retirement to schedule an appointment in advance of your session.

3. IDENTIFICATION



*** Please bring a photocopy of a **valid drivers license** or **birth certificate** (for MSRA documentation purposes).



DO NOT MAIL THESE FORMS TO HUMAN RESOURCES. Both the Application for Membership and Designation of Beneficiary forms must be turned in at the New Teacher Processing Session.