

# NOTICE OF RETURN TO COVERED EMPLOYMENT OPTIONAL RETIREMENT PLAN RETIREE



VIRGINIA RETIREMENT SYSTEM  
P.O. Box 2500 ♦ Richmond, Virginia 23218-2500  
Toll Free 1-888-VARETIR (827-3847)  
[www.varetire.org](http://www.varetire.org)

1. Social Security Number

2. Daytime Phone Number

This form is completed when you return to a position covered under VRS, including an Optional Retirement Plan (ORP) or alternate retirement plan authorized under the [Code of Virginia](#). Note that you must stop distributions from an ORP, other than from an annuity, prior to the month you return to employment. Group life insurance coverage will be based on your new salary (even if it is lower) unless your first retirement was on or after July 1, 1999 and you had 20 years or more of service. In this case, your life insurance amount will be based on your highest annual salary during your career.

## PART A. RETIREE INFORMATION

|   |   |
|---|---|
| <b>3. Name</b> (First, Middle Initial, Last)  |   |
| <b>4. Address</b> (Street, City, State and Zip+4)   |   |
| <b>5. Employer at Time of Retirement</b>  | <b>6. Your Optional Retirement Plan</b><br><input type="checkbox"/> ORP for Higher Education <input type="checkbox"/> ORP for Political Appointees<br><input type="checkbox"/> ORP for School Superintendents |
| <b>7. ORP Distribution Information</b><br>Have you started a distribution from an ORP? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, complete the following:<br>a) Date distributions began: _____ d) Have you ceased distributions? <input type="checkbox"/> Yes <input type="checkbox"/> No<br>(mm/dd/yyyy)<br>b) Type of distribution: _____ e) Date distributions ceased: _____<br>c) Provider _____ (mm/dd/yyyy)  |   |
| <b>8. Retiree Acknowledgement:</b> I am returning to work with the employer named below. I understand the <a href="#">Code of Virginia</a> requires distributions from the ORP, other than from an annuity, cease prior to the effective date of employment in a position providing retirement benefits under the <a href="#">Code of Virginia</a> . (If the Retiree Acknowledgement is not completed, the employer representative's signature constitutes acknowledgement that the employee has been advised that ORP distributions, other than from an annuity, must stop until the employee again terminates employment.)<br><br>_____<br>Signature _____ Date |   |

## PART B. CURRENT EMPLOYER CERTIFICATION

|   |  |
|---|--|
| <b>9. Employer Name</b>   | <b>10. Employer Code</b>                                     |
| <b>11. Effective Date of Employment</b>   | <b>12. Date of Payroll for First Retirement Contribution</b> |
| <b>13. Employer Authorization</b><br>The individual named above is a salaried employee and is eligible to have retirement plan contributions paid VRS, an ORP, or an alternate retirement plan. |  |
| <b>Human Resources Authorization</b>  | <b>Payroll Authorization</b>                                 |
| _____<br>Signature  | _____<br>Signature   |
| _____<br>E-mail Address   | _____<br>E-mail Address                                      |
| _____<br>Phone _____ Date   | _____<br>Phone _____ Date                                    |

