Oklahoma Teacher’s Retirement System
Notification Form

Oklahoma Teacher’s Retirement System (OTRS) regulations state that employees participating in OTRS through their full-time employer must also participate through their part-time employer. (Example: an adjunct employee hired to teach 3 hours at OSU and who is a full-time employee, participating in OTRS at OU would mark “YES” in the first section below. An OSU faculty member teaching an overload at OSU does NOT need to complete this form, but they would need to notify OU if they teach adjunct at OSU).

Regulations also require OSU to remit employer-paid contributions for any employee who is retired and currently receiving OTRS retirement income. If you are one of these retirees, answer “YES” you are retired through OTRS.

If you do NOT participate in OTRS, mark “NO.”

If you are unsure if you are a current participating member of OTRS, please contact OTRS at (877) 738-6365.

For the above reasons, if you have a job or status change that could affect contributions to OTRS, please contact Human Resources to fill out another form.

☐ YES, I participate in OTRS through my current or previous (Please circle one) full-time employer.

The name of the institution is: _______________________________

☐ NO, I am NOT a participating member of OTRS through a full-time employer.

☐ YES, I am an OTRS retiree, and currently receive a monthly retirement check from OTRS.

_______________________________   ________________  ______________________
Print Name  Date of Birth   Employee ID

_______________________________     ______________________
Signature        Date

RETURN ORIGINAL FORM TO OSU BENEFITS, 106 WHITEHURST, STILLWATER, OK 74078
FOR OFFICE USE ONLY.  EFFECTIVE DATE: _________________________

☐ TRN, if current OTRS participant with another institution
☐ TRX, if retired from OTRS
☐ No action, if not a participant or retired with OTRS