



Horry County Schools

Payroll and Benefit Services

PH: 843-488-6840

Fax:843-488-6726

Retirement Enrollment Information

Read this form carefully. This is **not** an enrollment form. You will make your election online with PEBA using the information sent to the email address you provide below. Failure to respond to the email within 30 days of your hire date will result in automatic enrollment in option 1.

Employee Name

Employee ID

Email Address

All newly hired employees must make a retirement election to the South Carolina Retirement System (SCRS) within 30 days of their hire date.

Most employees must choose between option one or option two. Option three is only available to substitutes, temporary employees and bus drivers.

1. Elect to join the traditional defined benefit plan of the SCRS
2. Elect to join the SCRS Optional Retirement Plan (ORP)
3. Elect to not join the South Carolina Retirement System (substitutes, temporary employees and bus drivers only)

Retirement information and videos can be found at <http://www.peba.sc.gov>.

By submitting this information, you will receive an email from the Public Employee Benefit Authority (PEBA) with instructions on how to make your electronic retirement election. You must make an election within 30 days of your hire date or you will be irrevocably enrolled in option 1.

I understand the following:

- I have 30 days from my hire date to select an appropriate option using the notification email from PEBA. - Failure to make an election within 30 days of my hire date will result in my irrevocable enrollment in PEBA's defined benefit pension plan.
- If choosing option 1 or 2, it is my responsibility to submit the appropriate beneficiary information to PEBA.
- The purpose of this form is to notify me of my responsibility and does not designate my enrollment option.

Signature of Employee

Date

Submit to: HCS Payroll
PO Box 260005
Conway SC 29528

OR

email: payroll@horrycountyschools.net
fax: 843-488-6726