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**NONTEACHING SCHOOL EMPLOYEES
TRANSFER FROM APERS TO ATRS
A.C.A. § 24-7-501 (Act 742 of 2001) FACT SHEET**

- All nonteachers who began nonteaching service before July 1, 1989, in a position covered by the Arkansas Public Employees Retirement System, are eligible to elect membership in the Arkansas Teacher Retirement System under this act
- Election must be made on or before May 31 to become effective the following July 1
- Elections made after May 31 will be pended beginning with the July 1 of the next fiscal year following the fiscal year in which the election was filed
- Only public school employees (K-12) are eligible to file
- Act 742 elections are IRREVOCABLE

Please note: the Act specifically lists all nonteaching school district employees. This does not include employees of post-secondary educational facilities or state agencies covered by ATRS.

The following forms will be required:

- Act 742 Election Form
- ATRS Membership Data Form
- Request to Establish Reciprocal Service Form
- Birth Certificate
- Social Security Card
- Disposition of Residue – Beneficiary Designation Form
- Lump Sum Benefit Beneficiary Designation Form