



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

A.C.A. § 24-7-501 (Act 742 of 2001) allows all nonteaching school district employees who are currently members of the **Arkansas Public Employees (APERS)** to elect to change to the **Arkansas Teacher Retirement System (ATRS)**. The election must be filed with ATRS by May 31, and will become effective the following July 1.

**TO BE COMPLETED BY EMPLOYER**

*This portion is to be executed by a school Business Manager, Bookkeeper or Payroll Officer.*

Employer Name \_\_\_\_\_

Authorized Signature and Title \_\_\_\_\_

Telephone Number \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY EMPLOYEE**

Employee Name \_\_\_\_\_

SSN \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

I am currently a member of the Arkansas Public Employees Retirement System (APERS) and elect to transfer to the Arkansas Teacher Retirement System (ATRS). I acknowledge that I have read and understood the differences between ATRS and APERS benefit provisions as described in the ATRS/APERS Fact Sheets that were provided. I furthermore agree to abide by the laws and policies of the Arkansas Teacher Retirement System. I understand that this election is irrevocable.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee should complete the attached **ATRS Membership Data Form** and **Request To Establish Reciprocal Service Credit Form** and return to ATRS at the address listed above.