MEMORANDUM

TO: All Newly Hired Non-Student Hourly Employees

FROM: The Human Resources Department

RE: Prior Retirement System Membership

In order to pay you properly and record the correct information for payroll purposes, please answer the following questions. Make sure that the form is complete, then sign and return as soon as possible.

1. Have you ever been a member of CalPERS (California Public Employees’ Retirement System)?
   YES ____          NO ____ NOT SURE ____

2. Have you ever been a member of CalSTRS (California State Teachers’ Retirement System)?
   YES ____          NO ____ NOT SURE ____

If you answered “yes” to either of the above questions, what were the approximate dates of your past employment?

FROM ______________ TO ______________

Please call our office at (415) 485-9340 if you have any questions regarding the completion of this form.

________________________________________________________________________
NAME (PRINT)          SOCIAL SECURITY NUMBER

________________________________________________________________________
SIGNATURE          DATE OF BIRTH

________________________________________________________________________
DATE SIGNED