



## Certification of Individual Contract

Employee Social Security number									
*	*	*	*	*					
PERS number									
Date									
Employer number									

### Use this form for 2002-03 school year lookback calculations only.

This form must be completed and returned to PERS before we can calculate retirement benefits.

#### Section A: Employee information

If an employee was on an individual contract, indicate below the salary for 2002-03 school year of employment as a PERS active member, and the term of the contract in hours. **Note:** An individual contract is a personal contract between the school and employee. A collective bargaining agreement is **not** an individual contract.

Employee name		
Salary	Term of contract (in hours)*	Retirement date

\*Hours per contract day multiplied by the number of days in the contract.

#### Section B: Employer certification

I certify the above employee  was /  was not on an individual contract for less than 12 months, and sick leave entitlement was less than 96 hours per year for the period certified.



\_\_\_\_\_  
Signature of certifying employer (do not print)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name of certifying employer (please print)

\_\_\_\_\_  
Phone number

<b>Office use only</b>	
<input type="checkbox"/> PERS <input type="checkbox"/> OPSRP <input type="checkbox"/> IAP	
<input type="checkbox"/> Member <input type="checkbox"/> Alternate payee <input type="checkbox"/> Cross reference member SSN	