



**MONTGOMERY COUNTY**  
**Retirement Savings Plan (RSP) Election Form**

**For eligible full-time, MCGEO union employees**

**Please print:**

Employee Identification Number	Last Name	First Name	Middle Initial
Mailing Address	City	State	Zip
Birth Date / /	Home Telephone - -	Office Telephone - -	Cell Phone - -

Montgomery County Government sponsors the Retirement Savings Plan (RSP) and the Guaranteed Retirement Income Plan (GRIP). The RSP is a defined contribution retirement plan. Eligible full-time, MCGEO union employees have 150 days from their date of hire to make a one-time irrevocable election to participate in the RSP. Eligible full-time, MCGEO union employees who do not elect to participate in the RSP will automatically participate in the GRIP.

If you are an eligible full-time, MCGEO union employee and want to participate in the RSP, you must complete this election form and return it to the office of Human Resources (OHR). **Be sure to check the box below and sign the form.** If a completed election form is not received within 150 days of becoming an eligible full-time employee, you will automatically participate in the GRIP. Your membership in either the GRIP or the RSP will begin on the first full pay period 180 days from your date of hire as an employee.

**Note:** If you are an eligible part-time employee and want to participate in either the RSP or the GRIP, you will need to complete the *Retirement Plan Election Form for Eligible Part-Time Employees*, available by contacting OHR at 240-777-0311 or online at [www.montgomerycountymd.gov/OHR](http://www.montgomerycountymd.gov/OHR).

**IMPORTANT:** If you wish to participate in the GRIP, please do *not* check the box below and do *not* return this form.

I am an eligible full-time, MCGEO union employee and elect to participate in the **RSP**. I understand that this is a one-time irrevocable election, that I must submit this form within 150 days of my hire date and that late submissions will not be accepted.

⇒ Email this form to: [Records.OHR@montgomerycountymd.gov](mailto:Records.OHR@montgomerycountymd.gov)

**– LATE SUBMISSIONS WILL NOT BE ACCEPTED –**

I acknowledge that I have received and reviewed all information made available regarding the retirement plans, including the Summary Descriptions for the GRIP and the RSP. I acknowledge that I have been advised to consult with my tax and financial advisors regarding this decision. I have not been given any advice regarding this decision by any County or participating agency employee. I understand that this is a one-time irrevocable election and acknowledge that the election is completely voluntary. Further, I understand that the vesting schedule begins on the date my plan membership begins—not my hire date.

Employee signature: \_\_\_\_\_ Date: \_\_/\_\_/\_\_

**This section to be completed by OHR:**

Date of hire: \_\_\_\_\_

Membership date\*: \_\_\_\_\_

Retirement code: \_\_\_\_\_

Election due date (150 days from DOH): \_\_\_\_\_

Records Management: \_\_\_\_\_

Date: \_\_\_\_\_

\*Participation in the RSP will begin on the first full pay period after completing 180 days of employment.