



Employer Name		Date	Plan Type (Check One) <input type="checkbox"/> School <input type="checkbox"/> Omaha <input type="checkbox"/> State <input type="checkbox"/> County <input type="checkbox"/> Judges <input type="checkbox"/> Patrol
Agency/County Number/District Number			
Address			
City	State	Zip	

**Employer Contact/Reporting Agent – Addition & Removal**

Please use this form to add, update, or remove staff who will submit monthly reports, non-contributing member data, and/or function as a point of contact with the Nebraska Public Employees Retirement Systems (NPERS). **Anytime reporting agents or contacts within your organization change, please submit a new form.**

"Other" is used for contacts who do not necessarily need payroll or non-con related access.

**Contact Information**

Indicate if a new reporting agent/contact or update/removal of an existing reporting agent/contact. If new, indicate any reporting duties (Monthly, Noncons, or both). If there are no reporting duties, only enter contact information.

Add/Update contact/agent (indicate duties/status below)       Remove existing contact/agent (enter name below)

**Access:**     Payroll/Monthly Reports     Non-Con Data     Other: \_\_\_\_\_

CONTACT NAME	EFFECTIVE DATE OF ADDITION / UPDATE / REMOVAL
SOCIAL SECURITY NUMBER	DATE OF BIRTH
WORK PHONE	FAX NUMBER
WORK EMAIL	

**Contact Information**

Indicate if a new reporting agent/contact or update/removal of an existing reporting agent/contact. If new, indicate any reporting duties (Monthly, Noncons, or both). If there are no reporting duties, only enter contact information.

Add/Update contact/agent (indicate duties/status below)       Remove existing contact/agent (enter name below)

**Access:**     Payroll/Monthly Reports     Non-Con Data     Other: \_\_\_\_\_

CONTACT NAME	EFFECTIVE DATE OF ADDITION / UPDATE / REMOVAL
SOCIAL SECURITY NUMBER	DATE OF BIRTH
WORK PHONE	FAX NUMBER
WORK EMAIL	

**This form must be signed by a Superintendent, Administrator, Personnel Director, or Employer Contact.**

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