

DESIGNATION / REMOVAL OF RETIREMENT COORDINATOR

A retirement coordinator is an employee *designated* by an employer to serve as a liaison between the employer and the Maryland State Retirement Agency. They are *not* employees or agents of the Maryland State Retirement Agency, and therefore are not authorized to provide specific benefit information. Designated retirement coordinators sign retirement forms verifying member information such as work history, salary and unused sick leave balances submitted to MSRA.

Employers must complete the *Designation/Removal of Retirement Coordinator* (Form 214) for all retirement coordinators. A retirement coordinator cannot designate him or herself.

The form must be signed by the retirement coordinator's "appointing authority"

Employers may designate more than one coordinator. A separate form must be used to designate each coordinator. More than one location code can be indicated for each coordinator.

All employer designated retirement coordinators *must* attend the annual retirement coordinators' meeting each year; become *certified* by MSRA within the first year of being designated by their employer; and be recertified every five years.

Primary Coordinator

Employers may only designate one "primary" coordinator. A primary coordinator receives all notices or reports such as the Enrollment Exception Report. Please indicate all primary coordinator location codes.

Appointing Authority

According to State Personnel and Pensions Article §1-101(b) an "Appointing authority" means an individual or a unit of government that has the power to make appointments and terminate employment.