



County Employees' Retirement Fund

2121 Schotthill Woods Drive

Jefferson City, MO 65101

Phone: (877) 632-2373

Fax: (573) 761-4404

Web Site: www.mocerf.org

Clerk Bulletin

October 2025

January 1, 2026 Retirees

CERF needs the Form 2V (Termination Vested) and 2B (Designation of Survivor) 30 to 90 days prior to commencement of CERF Pension benefits. Participants need to sign and date these forms by **November 30**. Form 2V should be completed by the Clerk's office. The Clerk's signature and date is required on page 2. The employee should review the information provided, then sign and date the 2V.

An employee terminating from the Clerk's Office (or Human Resource department) cannot certify their own paperwork. For example, if the Form 2V is for the Clerk, another individual with appropriate payroll knowledge should certify both the 2V and payroll documents.

Please have all immediate retirees contact the CERF Benefits Specialist for your county.

Annual Contribution Election

CERF has emailed the 2026 Annual Contribution Election form to all counties. We need to know if your 2025 contribution amount will continue in 2026. Counties can pay up to 4% of the CERF contribution on behalf of employees. After December 1, 2025, you **may not** change your election for 2026.

If you did not receive this form, please contact Cynthia at 573-632-4120 or ccampbell@mocerf.org.

Payroll Reporting Reminder

When a full-time employee falls off payroll, documentation must be submitted to CERF. A form must be entered in CARS if a member is out on leave of absence (leave of absence form), member has changed to seasonal or part-time (change form) or if member has termed, non-vested (term, non-vested form). If a member is vested at termination, term-vested paperwork must be submitted to CERF. The required documents must be received before the payroll report can be posted.

Break in Service

Employees hired in a full-time position, who then change to part-time status, must remain in CERF and continue to make the required contributions regardless of the number of hours they will work. Once enrolled in CERF, all participants (whether full-time or part-time) will remain in CERF until they terminate county employment for a period greater than 30 days or move to an ineligible position.

2025 Refunds Cut-Off

The cut-off for processing refunds for the year will be at 3:00 p.m. on Wednesday, December 17th.

Pre-Retirement and Benefits Overview Seminars

CERF and Empower will host an online Benefits Overview Webinar from 10:00 – 11:00 AM on October 28th.

CERF and Empower will host an online Pre-Retirement Webinar from 10:00 – 11:00 AM on December 17th.

Empower will send registration information to employees. These will be the last seminars for 2025.