

Minnesota State Colleges and Universities  
**Retirement Checklist for New Hires**

Your service for MNSCU may be covered by a retirement plan. If so, applicable retirement deductions will be taken. The information you provide to us is necessary to determine your proper retirement fund coverage and where your deductions will be contributed.

- 1) Have you worked for any MnSCU college/university or system office in the past?** *(technical colleges, community colleges, state universities, system offices – see complete listing on back)*       No       Yes - If yes:  
a) At what college/university? \_\_\_\_\_ *(See back for listing)*  
Were deductions taken from your pay for contributions to a retirement plan?  
 No       Yes - If yes, in which retirement plan did you participate?  
 IRAP *(Individual Retirement Account Plan)*  
 TRA *(Minnesota Teachers Retirement Association)*  
 Other \_\_\_\_\_

- 2) Will you be working at another MnSCU college/university concurrently with your assignment here?**  
 No  
 Yes - If yes: At what college/university? \_\_\_\_\_

- 3) Do you have previous Minnesota Teachers Retirement Association (TRA) services outside of MnSCU** *(e.g. taught at a K-12 school in Minnesota? )*       No       Yes - If yes:  
a) What is your TRA membership number? \_\_\_\_\_  
b) Are you a member of the TRA Basic Plan with no break in service?  
 No       Yes

**Under MS 354 B.21, Subd. 3 (b), if you fail to correctly identify prior membership in TRA, the employer is not liable for any interest on your missed contributions.** If you are currently employed in an unclassified\* position less than 25% of a full-time load for the academic year and have a current TRA (Teachers Retirement Association) balance, and have never had an irrevocable retirement election within MnSCU, and are not currently a TRA annuitant, then your salary will be covered by TRA. Once your employment is equal to or greater than 25% of a full-time load for the academic year, you will be covered by the MnSCU Defined Contribution Retirement plan. *\*Unclassified positions within MNSCU include: faculty, administrators, MAPE / MMA Program Directors / Supervisors and Customized Training Representatives.*

- 4) Are you retired from MnSCU or are you a retiree from any Minnesota Public Pension Plan,** *(i.e., receiving pension benefits as a retiree from TRA, MSRS, PERA, Cities of the 1<sup>st</sup> class TRA, etc...?)*  
 No  
 Yes - If yes, list the Minnesota Public Pension Plan \_\_\_\_\_

- 5) Have you ever worked for the State of Minnesota at any State agency or the University of MN?**  
 No       Yes If yes:  
Name of State Agency: \_\_\_\_\_  
Dates of Employment: From \_\_\_\_\_ through \_\_\_\_\_

- 6) Are you in this country on a F-1** *(curricular practical training or optional practical training)* **or J-1 VISA?**  
 No  
 Yes - If yes, please attach a copy of your VISA. *Note: Medicare, Social Security and retirement deductions will be taken from your pay until the MN Department of Finance approves your VISA status as exempt from these deductions.*

I certify that I have read the above questions and checked the appropriate responses. I understand that I may be covered by a qualified retirement plan and my contributions will be made on a pre-tax basis. I understand that the amount of my contributions will not be included in the amount of gross wages for tax purposes on my W-2 form.

Name \_\_\_\_\_ SS# \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

## **LISTING OF MINNESOTA STATE COLLEGES AND UNIVERSITIES, (INCLUDING FORMER NAMES)**

- Alexandria Technical College
- Anoka-Ramsey Community College
- Anoka Technical College (*Anoka Hennepin Technical College*)
- Bemidji State University (*Bemidji State College*)
- Central Lakes College (*Brainerd Community College, Brainerd Technical College*)
- Century College (*Lakewood Community College*)
- Dakota County Technical College
- Fond du Lac Tribal & Community College
- Hennepin Technical College
- Hibbing Community College
- Inver Hills Community College
- Itasca Community College
- Lake Superior College (*Duluth Center, Duluth Technical College*)
- Mesabi Range Community & Technical College (*Mesabi Community College, Range Technical College*)
- Metropolitan State University
- Minneapolis Community & Technical College (*Metropolitan Jr. or Community College, Minneapolis Community College, Minneapolis Technical College*)
- Minnesota State College – Southeast Technical (*Red Wing Technical College, Winona Technical College*)
- Minnesota State Community & Technical College (*Detroit Lakes, Fergus Falls, Moorhead, Northwest, and Wadena Technical Colleges*)
- Minnesota State University Moorhead (*Moorhead State University, Moorhead State College*)
- Minnesota State University, Mankato (*Mankato State University, Mankato State College*)
- Minnesota West Community & Technical College (*Canby, Granite Falls, Jackson, and Pipestone Technical Colleges, Worthington Community College*)
- Normandale Community College
- North Hennepin Community College
- Northland Community & Technical Colleges (*East Grand Forks and Thief River Falls Technical College, Northland Community College*)
- Northwest Technical College, Bemidji (*Bemidji Technical College*)
- Office of the Chancellor (*Community College Board Office, Technical College Board Office, State University System Office, MnSCU System Office*)
- Pine Technical College
- Rainy River Community College
- Ridgewater College (*Hutchinson Technical College, Willmar Technical College, Willmar Community College*)
- Riverland Community College (*Austin Community College, MN Riverland Technical College – Austin Campus, South Central Technical College – Albert Lea Campus*)
- Rochester Community and Technical College (*Rochester Community College, Rochester Technical College*)
- St. Cloud State University (*St. Cloud State College*)
- St. Cloud Technical College
- St. Paul College – A Community and Technical College (*St. Paul Technical College*)
- South Central College (*South Central Technical College, North Mankato and Faribault Technical Colleges*)
- Southwest Minnesota State University (*Southwest State College*)
- Vermillion Community College
- Winona State University (*Winona State College*)