

**TEXAS TECH UNIVERSITY SYSTEM  
ORP  
Information Acknowledgment Form**

*With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.*

*You are eligible to participate in the Optional Retirement Program unless you previously waived your eligibility. Election to participate is optional; however, membership in the Optional Retirement Program or the Teacher Retirement System is mandatory. Please read and acknowledge the following concerning the Optional Retirement Program:*

1. Selection of ORP in lieu of the Teacher Retirement System (TRS) entails certain responsibilities for the employee, including selection and monitoring of ORP companies and investments. An overview of TRS/ORP is available at <http://www.ttuhs.edu/hr/documents/TRSandORP2005.pdf>.
2. The Texas Tech University System has no fiduciary responsibility for the market value of ORP participants' investments or for the financial stability of the ORP companies selected by the participants.
3. The amount the employer contributes to ORP is determined by the Texas Legislature and may change over time.
4. Unless indicated otherwise in paragraph 7, I certify that I have never been given the opportunity in the past to enroll in ORP in Texas. I understand that I have 90 days from my date of eligibility to enroll in ORP and that this is a one-time irrevocable choice between the ORP and the TRS. I further understand that should I fail to enroll in ORP within the 90 day eligibility period I will be required to permanently enroll in the Teacher Retirement System of Texas for the remainder of my employment in Texas public higher education.

**My 90 day eligibility period begins \_\_\_\_\_ and ends \_\_\_\_\_.**

5. If I am in a visiting, adjunct, temporary or any other ORP-eligible position that may not be expected to last for more than 12 months, I understand that this is my one and only opportunity to elect ORP in lieu of TRS. In addition, I understand that failure to enroll in ORP at this time will eliminate any future opportunities to enroll in ORP even if I have an extended break in service from Texas institutions of higher education. This is my one-time, irrevocable choice, and I understand that I will not have another opportunity to enroll in ORP if I return to an ORP-eligible position in Texas.
6. I understand that the following properly completed ORP enrollment forms must be received by the appropriate Personnel/Human Resources office within the 90-day election period and before the monthly payroll calculation in order to be effective that month. Forms received after the monthly payroll calculation will be effective on the first of the following month. These forms are available online at <http://www.depts.ttu.edu/personnel/retirement/retirement.aspx> or <http://www.ttuhs.edu/hr/benefits.aspx> or from the Benefits office.

- a. Texas Tech ORP Salary Reduction Acknowledgment**
- b. Notice of Election to Participate in Optional Retirement Program (TRS Form 28)**
- c. Application for Refund (TRS Form 29), if applicable**

7. I have previously participated in or have been eligible to participate in the Texas Optional Retirement Program (ORP), at the Texas Higher Education employer(s) listed below:

Employer(s)	Title(s)	Employment Period(s)
_____	_____	_____
_____	_____	_____

I have read and understand the above statements concerning responsibilities that an employee undertakes upon selection of the Optional Retirement Program (ORP) in lieu of the Teacher Retirement System (TRS). I have been furnished a copy of "An Overview of TRS and ORP" as a source of information about my retirement decision.

Name (Print)	Social Security Number
Position or Title	Telephone Number
Department	E-Mail Address
Employee Signature	Date

RETURN TO YOUR BENEFITS OFFICE OR MAIL TO:  
 TTU/TTUS: Texas Tech University, Personnel Benefits, PO Box 41093, Lubbock, TX 79409  
 TTUHSC: Texas Tech University HSC, Human Resources, 3601 4<sup>th</sup> Street, Lubbock, TX 79430