



# MONTANA TEACHERS' RETIREMENT SYSTEM

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## SUBSTITUTE TEACHER OR PART-TIME TEACHER'S AIDE MEMBERSHIP ELECTION FORM

NAME (PLEASE PRINT)	SOCIAL SECURITY NUMBER

- A substitute teacher or part-time teacher's aide may elect to be a member of the Montana Teachers' Retirement System (TRS) on the first day of employment. Once you elect to become a member you **must** continue to be a member each successive fiscal year while employed as a substitute teacher or a part-time teacher's aide.
- If you do not elect to be a member of TRS on the first day of employment as a substitute teacher or part-time teacher's aide, you **must** become a member once you have completed 210 hours in any fiscal year. Once you become a member you are required to continue to be a member in each successive fiscal year while employed as a substitute teacher or a part-time teacher's aide, even if you are employed for only one day.

I elect the following option with respect to the possibility of working more than 210 hours in the capacity of a substitute teacher or a part-time teacher's aide. Initial the appropriate box to indicate your selection.

I prefer to have a deduction for the TRS made beginning on the first day of my service as a substitute teacher or a part-time teacher's aide. I have completed the 'Record for Membership Form'.	Initial
I would prefer that no deductions for the TRS be made from my substitute teacher or part-time teacher's aide pay until I have completed 210 hours of service during the fiscal year.	Initial

Are you a retired member receiving a monthly benefit from the TRS? If so, you are limited to part-time employment and in the amount you may earn and still receive your monthly benefit. Your employer must contract the TRS to confirm the amount you may earn.

SIGNATURE	DATE

**PLEASE RETURN THE COMPLETED FORM TO THE SCHOOL BUSINESS OFFICE  
THE COMPLETED FORM IS TO BE RETAINED BY THE EMPLOYER**

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alternative accessible formats of this document will be provided upon request.