

**ELECTION TO PARTICIPATE  
FOR PART-TIME  
POLITICAL SUBDIVISION  
EMPLOYEES**

**Tennessee Consolidated Retirement System**  
502 Deaderick Street  
Nashville, Tennessee 37243-0201  
1-800-922-7772 ♦ [RetireReadyTN.gov](http://RetireReadyTN.gov)



*Pursuant to T.C.A., Section 8-34-101, "part-time employee" means any person employed by the state or a political subdivision who renders less than a full day of service per working day or less than a full week of service per working week. Any employee falling into either of the above categories shall be considered part-time unless the law otherwise provides. "Part-time employee" does not include employees who are students, seasonal or temporary employees under twenty-five (25) years of age, temporary employees in institutions of higher education, or substitute teachers, unless such substitutes are under contract and scheduled to work the same time as a regular teacher. "Part-time employee" includes any interim teacher who is employed on a temporary basis to teach for a regular teacher who is on unpaid leave.*

For more information regarding TCRS retirement benefits and plan provisions, please contact your employer or visit our website at [RetireReadyTN.gov](http://RetireReadyTN.gov).

**SECTION 1. MEMBER INFORMATION**

Member ID	SSN	Date of Birth
Full Name	Gender <input type="checkbox"/> Male <input type="checkbox"/> Female	
Mailing Address		
City	State	Zip Code
Email	Phone Number	
Employer	Date of Employment	

Pursuant to T.C.A., Section 8-35-103, I must elect whether to participate in TCRS or file an irrevocable election to not become a participant in TCRS.

- I have read the foregoing and **have elected to participate in TCRS**. I understand that this election may not be changed.
- I have read the foregoing and **have elected not to participate in TCRS**. I understand that this election may not be changed.

Member's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

***Employers may submit this form via email to [TCRS.CustomerSupport@tn.gov](mailto:TCRS.CustomerSupport@tn.gov).***