

Employer Information Circular

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ELECTRONIC SIGNATURES FOR EMPLOYER SERVICES FORMS

Due to COVID-19 in March 2020, employers expressed concerns to CalSTRS regarding challenges with receiving wet signatures as they had limited access to the forms and interactions with their employees. During this period, CalSTRS allowed electronic signatures under certain specifications for the following Employer Services forms:

- *Permissive Membership* (ES 350) form
- *Retirement System Election* (ES 372) form
- *Cash Balance Benefit Program Election* (CB 533) form
- *Reduced Workload Program Eligibility Certification* (ES 1161) form

Employers were initially instructed to use DocuSign or provide additional documentation such as an email chain to substantiate the member's awareness of the election in order to be accepted by CalSTRS.

As of March 2023, CalSTRS posted a Secure Employer Website (SEW) Announcement to communicate that employers are no longer required to provide the additional supporting documentation for electronic signatures on the ES 350, ES 372, CB 533, and ES 1161 forms for CalSTRS acceptance. Employers may continue to submit these forms with wet signatures or electronic signatures.

For questions regarding these forms please contact ESForms@CalSTRS.com.