

NewsFlash

An electronic newsletter for SERS Retirement Coordinators



Submitting the 3900 Form

This is a reminder that agencies need to submit the 3900 form only **one** time. If agencies prefer to mail the form, for example, it is not necessary to then fax or email the same form to SERS.

If you have made a correction to the 3900 form, then it is necessary to resubmit to SERS. To assist SERS, please indicate "corrected copy" on the form and initial and date the form accordingly.

We thank you for your assistance.