



Enrollment

Frequently Asked Questions

1. What do I do if I have transferred from one OkMRF Member to another?

This should be reported to the OkMRF offices immediately. Please get with your employer and complete the Notice of Transfer to Another Municipality. (See OkMRF Administrative Forms Section). It is advised to send all completed forms to OkMRF offices upon your hire date instead of at the end of the applicable probationary period. This gives OkMRF staff time to review with your employer to ensure proper handling of a transfer participant within the OkMRF system. There is special plan rules that potentially could wave your probationary period.

2. How do I enroll in the plan?

On DB plans, you need to complete the Enrollment & Beneficiary Record. On the DC/CMO plans your employer will complete the Participant Information Change Form. If you happen to have both plans, you will need to ensure both forms are complete.

New DB employee complete: **Enrollment and Beneficiary Record**

New DC employee complete: **Participant Information and Change Form**

(See OkMRF Administrative Forms Section for all applicable forms).

3. Does OkMRF need the original form (Enrollment Forms)?

No, originals are not needed for enrollment forms.

4. How do I obtain an enrollment packet as a DC Participant?

Once your employer submits your first contributions, a new DC enrollment packet will be sent to your home address on file along with a PIN mailer. Then, you will either need to log onto the participant website or call a CSR to select beneficiaries and investment options.