



**This application might not be accepted and/or processed if:**

- the application was not completed using ink - it must be completed in ink
- the original application was not submitted together with all additional pages (if applicable)
- the application has alterations and/or white outs
- the application is not signed

Please print legibly keeping input within the form entry box (one character per box) or bullet.

Fill in entry boxes like this: 

A	B	C		1	2	3
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 Fill in bullet selections like this:  Female

**To be completed independently by the employer.** This form is used by OPERS to obtain information to determine whether a worker is a public employee for purposes of state retirement law. OPERS recognizes while questions in this form are asked in the past tense, you may be providing information on present service. Complete this form in its entirety, sign and date it, and submit it directly to OPERS at the above address. Any supporting documentation should accompany this form. The worker will complete and submit an *Independent Contractor/Employee Determination for Worker* (PED-1EE) that asks for similar information.

**STEP 1:  
Worker Personal Information**

The information requested in this step is required and must be completed. You must either enter the worker's Social Security number or OPERS ID. You are not required to enter both.

**STEP 2:  
Worker Information**

The information requested in this step is required and must be completed.

**STEP 3:  
Service Information for law solicitors, law directors and prosecuting attorneys, etc.**

This step is to be completed ONLY if the worker was performing services as a law solicitor, law director, prosecuting attorney, assistant law solicitor, assistant director or assistant prosecuting attorney. Otherwise, go to Step 4 to complete the form.

**STEP 4:  
Employer Certification**

This step is to be completed by the public employer's fiscal officer or an employer contact on OPERS record as having signing authority for the employer. Forms certified by someone other than a fiscal officer or an employer contact on OPERS record as having signing authority will be returned for proper certification.

