



# Montana Teachers' Retirement System

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trs.mt.gov

TRS Office Use Only

## FORM 102: RECORD FOR MEMBERSHIP

In compliance with the Americans with Disabilities Act of 1992, alternative accessible formats of this document will be provided upon request.

**PLEASE REVIEW THE IMPORTANT LEGAL NOTICE ON PAGE 2 BEFORE COMPLETING THIS FORM!**

PLEASE TYPE OR PRINT LEGIBLY IN DARK INK

### SECTION I: MEMBER INFORMATION

Full Name: First	Middle	Last	Suffix	Sex M/F	Birth Date (mm/dd/yyyy)
		( )			( )
Maiden or Other Name Previously Reported to TRS		Home Telephone Number		Cell Telephone Number	
Mailing Address - City, State, ZIP+4 (if unknown, use 5-digit ZIP code)					Social Security Number

### Employment History (Employment history is used to determine eligibility to purchase additional instructional related service.)

Montana Teaching or Educational Services With a School District, University, or Institution	FROM	TO
	Dates of Employment (mm/yyyy)	

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	Dates of Employment (mm/yy)	

Have you withdrawn your account from Montana TRS?  Yes  No

If yes, date of withdrawal (mm/dd/yyyy): \_\_\_\_\_ Last name at time of withdrawal: \_\_\_\_\_

Were you employed in Montana by the State, a city, or a county other than as a teacher?  Yes  No

If yes, location: \_\_\_\_\_ FROM \_\_\_\_\_ TO \_\_\_\_\_  
Dates of Employment (mm/yy)

Were you previously employed in a public, state-supported, or private school as a teacher in another state?  Yes  No

If yes, list the location, retirement system, and dates employed:

Institution Location	Retirement System	FROM	TO
		Dates of Employment (mm/yy)	

Institution Location	Retirement System	FROM	TO
		Dates of Employment (mm/yy)	

Member's Signature (required)

Date

### SECTION II: EMPLOYER CERTIFICATION

Name of School District, University, or Institution

TRS Employer Number

TRS Member's Position Title (as listed in job description)

Essential Duties and Responsibilities

Certifying Officer's Name

Certifying Officer's Title

Certifying Officer's Signature (required)

Date



**IMPORTANT!**

This form is a legal document and serves as the basis for all membership privileges and responsibilities, providing the Teachers' Retirement System (TRS) with positive identification for the management of a member's account. The information on this form must be complete and accurate in every detail. The form must include both the member's and the certifying official's original signatures. Incomplete forms will be returned.

Unless a signed Form 136 Authorization for Release of Information is on file with TRS, TRS will provide personal account information to the member only.

**DO NOT complete this form if you are receiving a monthly benefit from the Montana TRS.**