



**RESOLUTION FOR EMPLOYER PICK-UP OF THE MANDATORY MEMBER CONTRIBUTION**

State Form 55544 (R3 / 3-20)

**INDIANA PUBLIC RETIREMENT SYSTEM**

One North Capitol Avenue, Suite 001  
Indianapolis, IN 46204-2014  
Telephone: (888) 876-2707 (Toll-free)  
Fax: (866) 591-9441 (Toll-free)  
E-mail: [eppa@inprs.in.gov](mailto:eppa@inprs.in.gov)  
Web site: [www.inprs.in.gov](http://www.inprs.in.gov)

**DO NOT USE FOR VOLUNTARY (10%) MEMBER CONTRIBUTIONS.**

**NOTE:** IC 5-10.2-3-2, 35 IAC 11 Authorizes employers to pick-up and pay all or part of members' mandatory contributions and also contributions to the member's Annuity Savings Account (ASA) / Defined Contributions (DC) in addition to the required contributions.

I, \_\_\_\_\_ hereby certify, that I am \_\_\_\_\_ of  
(Name of Officer) (Title of Officer)

\_\_\_\_\_, \_\_\_\_\_, an entity duly organized and  
(Name of Entity) (Employer Number)

existing under the laws of Indiana that a meeting of the \_\_\_\_\_ of this  
(Designated Board Council, etc.)

entity, duly called and held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, at which a quorum was present and, acting through, the following resolutions were duly adopted, and are still in full force and effect.

Whereas the General Assembly of the State of Indiana has authorized covered employers to pick-up all or part of members' mandatory contributions, be it resolved:

- That the Entity participates in the: *(select one)*
  - Public Employees' Retirement Fund (PERF)
  - Teachers' Retirement Fund (TRF)
  - 1977 Police Officers' and Firefighters Pension and Disability Fund ('77 Fund)
  - 1985 Judges' Retirement System (JRS)
  - Prosecuting Attorneys' Retirement Fund (PARF)

**NOTE: PREPARE A SEPARATE RESOLUTION FOR PARTICIPATION IN EACH FUND.**

- That, effective as of the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, this Entity shall pick up  all or \_\_\_\_\_% of the mandatory contribution by  all or \_\_\_\_\_ **(complete information about affected group)** employees who are members of and that no contributions prior to the Entity's action shall be picked-up under the terms of this Resolution.

**RESOLUTION FOR EMPLOYER PICK-UP OF THE MANDATORY MEMBER CONTRIBUTION**

State Form 55544

**USE EITHER 3A OR 3B.**

3A.  **New Money Pick-Up** - That the above contributions, even though designated as employee contributions for state law purposes, are being paid by the employer in addition to regular compensation as a supplemental contribution that is separate and distinct from the employees' current or future compensation, and in lieu of contributions by the employees.  
Such contributions will not be included in the gross income of the employees for any tax reporting purposes, that is for federal, state or local income tax withholding, or FICA taxes, until distributed either through a pension benefit or a lump sum payment. These contributions are made on a pre-tax basis and are paid by the employer on behalf of the employee.

3B.  **Salary Reduction Pick-Up** - That said contributions, even though designated as employee contributions for state law purposes, are being paid by the employer via a reduction in salary.  
Such contributions will not be included in the gross income of the employees for certain tax reporting purposes, that is, for federal, state, or local income tax withholding, until distributed either through a pension benefit or a lump sum payment. Such contributions will be included in the gross income of the employees for FICA taxes when they are made. These contributions are made on a pre-tax basis but are paid by the employee through a payroll deduction.

4. That said employees shall not be entitled the option of choosing to receive the contributed amounts directly instead of having them paid by the employer to the specified pension fund.

I further certify that the action authorized to be taken by the foregoing resolutions is not contrary to any provision of the Entity.

---

In witness whereof, I have hereunto affixed my hand and seal of said Entity this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

SEAL

\_\_\_\_\_  
(Printed Name)

**Notes:**

1. The effective date **MUST** be after the date that the resolution is adopted.
2. You must use either 3A or 3B, do not use both.