

Demographics Correction Report

General Instructions

- Type or print clearly in dark ink. Illegible forms may be returned, which could delay your request.
- Use this form **only** to make corrections to records already **posted** that are not supported by EDX adjustments. Do **not** use this form to make corrections to suspended records or records that have not yet been posted. If you have any questions, please contact PERS using the contact information on this form.
- Please refer to the *OPERS Wage and Contribution Format Guide* for code table reference (e.g., Average Overtime Hours codes).
- This form is not intended to correct: Social Security number, name, address, gender, and date of birth.
- Make a copy of the completed form, and retain it for your records.

Section A: Employer information

Fill in the employer information section completely. All information is **mandatory**. (Original Report date is the date of the report containing the demographic record that you are now correcting.)

Section B: Member information

Fill in the member information section completely. All information is **mandatory**.

Section C: Original Status

Specify the original status date of the demographic record you are correcting if known. Check only **one** of the status types to indicate the **original** status type used in the member demographic record you are correcting.

Section D: Actions

Check only **one** of the actions. Check either correct details of original record, review contribution start date or delete record. If you **checked correct details of original record**, complete all necessary fields to make your corrections to the original demographic record.

Section E: Additional comments

Enter any additional information.

Section F: Employer certification

Employer representative signature is required. After you complete your corrections, an authorized employer representative must sign the form. Remember to include the signature date.

