



THE STATE OF FLORIDA
JUSTICE ADMINISTRATIVE COMMISSION

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MEMORANDUM HR06-18

TO: Agency Administrators

FROM: Carolyn Horwich, Esq., Director of Human Resources

THROUGH: Rip Colvin, Executive Director

SUBJECT: SMS Retirement Plan Enrollment Form

DATE: February 5, 2018

Previously, members of the Senior Management Services Retirement Class (Assistant State Attorneys, Assistant Public Defenders, Assistant Capital Collateral Regional Counsels, and employees in designated positions) were required to use the State Senior Management Services Retirement Plan Enrollment Form (SMS-1). This form has been discontinued by the Florida Retirement System (FRS). Please delete or destroy any copies of this form you may have saved.

All employees, including SMS, Regular, or Special Risk Retirement Class employees, may now enroll in their chosen retirement plan using one of the following methods:

- Submit the [EZ Retirement Plan Enrollment Form \(ELE-1-EZ\)](#) or [General Retirement Plan Enrollment Form \(ELE-1\)](#) to the FRS Plan Administrator by fax or mail using the contact information provided on the form;
- Submit the [EZ Retirement Plan Enrollment Form](#) online at MyFRS.com; or
- Call the FRS Plan Administrator toll free at 1-866-446-9377.

Retirement plan enrollment forms are also available on our website. Click on Human Resources and then Retirement to locate the forms under the "How to Enroll in a Retirement Plan" tab.

If you have any questions please contact your retirement coordinator, Jennifer Henderson or Jessica Kranert, at (850) 488-2415 or retirementcoordinator@justiceadmin.org.

Thank you.

