

## Texas Emergency Services Retirement System Notice of Intent to Revoke Participation

In accordance with 34 Texas Administrative Code §304.2, at least 120 days prior to the date the revocation will occur, the governing body of the Department seeking to revoke its participation in the Texas Emergency Services Retirement System (TESRS) must provide written notice of its intent to no longer participate in the pension system to the following:

- i. TESRS executive director;
- ii. The governing body of the political subdivision associated with the Department; and
- iii. All current members of the Department.

The notice period of 120 days may be shortened or waived at the discretion of the TESRS executive director.

### Instructions – Notice of Intent

1. The Notice of Intent shall meet the following criteria:
  - a. Delivery of the Notice of Intent must be in writing to all required recipients.
  - b. The Notice must state the date the revocation will occur.
  - c. Delivery to the TESRS Executive Director shall be via email to [info@tesrs.texas.gov](mailto:info@tesrs.texas.gov).
  - d. The TESRS executive director shall be sent a copy of the Notice of Intent provided to the governing body of the political subdivision associated with the Department. Such copy shall be sent via email to [info@tesrs.texas.gov](mailto:info@tesrs.texas.gov).
  - e. The Notice of Intent shall state the method by which all current members of the Department were notified.
  - f. Notice of Intent must provide complete contact information for the executive head of the political subdivision, the Chief or administrative head of the Department, and the primary point of contact regarding the revocation, to include:
    - i. Full name;
    - ii. Mailing address;
    - iii. Phone number; and
    - iv. Email address.
  - g. A list of the current members of the Department who received notification shall be included as an attachment which includes the following information for each current member:
    - i. Full name;

- ii. Mailing address;
  - iii. Phone number;
  - iv. Email address; and
  - v. Date of notification.
2. Upon receipt of a Notice of Intent which meets the requirements above, TESRS will provide information and instructions that specify revocation requirements that must be met, including:
- a. Requirements for Local Board Certification of TESRS Membership, and
  - b. Requirements for Payment of Revocation Charges.