

*For Clerical & Technical staff\* hired on or after January 23, 2022*

## Retirement Choice Election Change Form

*(Must be submitted to Employee Service Center before the close of your election window)*

**IMPORTANT: If you have previously made a Retirement Choice election and wish to change your election, you must complete this form and submit it to the Employee Service Center (ESC) by e-mail at [employee.services@yale.edu](mailto:employee.services@yale.edu), by fax at 203-432-5152, or by hand delivery to 221 Whitney Avenue, New Haven before the close of your election window. Changes to your initial election choice cannot be made by you in Workday.**

*Completed change forms must be signed, dated and submitted to the Employee Service Center before the close of your election window.*

First Name:		Last Name:	
Net ID:		Employee ID:	

**I want to *change* my election and participate in the following retirement program: (Choose only one.)**

- Yale Staff Pension Plan and the Matching Retirement Plan (a 403(b) savings plan)
- Yale University Retirement Account Plan (YURAP) (a 403(b) savings plan)

---

**Employee Signature**

**Date**

### Important Notes:

- Please review the Retirement Choice brochure before making your change election.
- At the end of your election window, your latest election will be irrevocable, meaning the decision may not be changed.
- After your election window ends, you will receive a statement confirming your retirement program.
- If you have any questions, call Employee Services at (203) 432-5552.

*\*References to Clerical & Technical positions include Security, Sec Excl and C&T Excl.*