

FRS EMPLOYER Newsletter

Second Quarter, April 2026

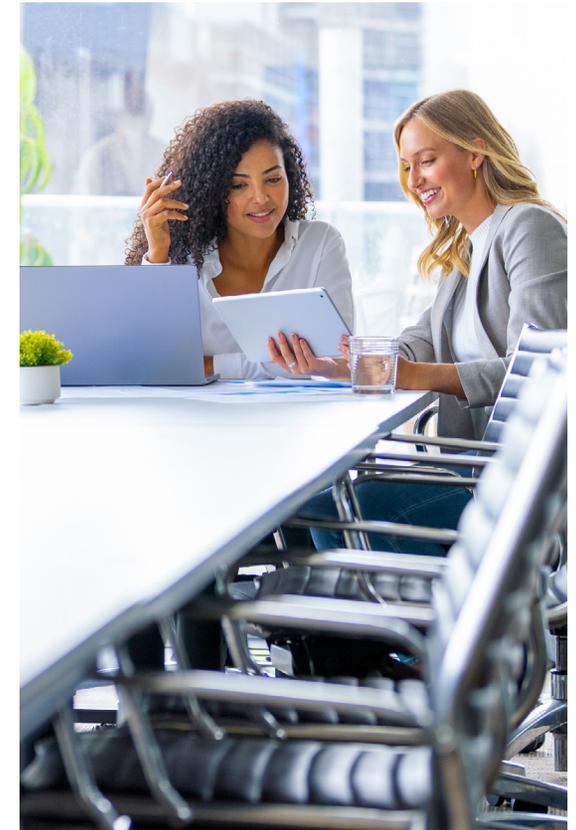


2026 Legislative Update

The January 2026 edition of this newsletter reported that the Florida Legislative Session would end on March 13, 2026. However, a special session of the Florida Legislature will occur in April 2026. House Bill 5205/ Senate Bill 7028, the contribution rate bill for the 2026/2027 fiscal year, has not been signed into law at the time this newsletter was published. Once this bill becomes law, the Division of Retirement will provide all FRS employers with an Information Release detailing legislative changes and contribution rate information (by reporting plan codes). Additional information on the retirement bills introduced in the 2026 Legislative session can be found on the 2026 Legislation page on the [MyFRS.com](https://www.myfrs.com) website under “Resources.”

Help Keep Your Co-Workers Informed

If you know a co-worker who should receive this newsletter, send an email to allison.olson@sbafla.com with the co-worker’s name, title, agency name, and email address.



Online Service Retirement and DROP Retirement Applications for Pension Plan Members

Since June 2021, the Division of Retirement has continued to add enhancements to **FRS Online**. Two new features are now available to Pension Plan members: the online Service Retirement application and the online DROP application. These online applications are available to eligible members when they log in to their FRS Online account and are located on the menu bar under “Member Services.”

Key features of the online applications are:

- Complete an application from any mobile device or computer.
- Apply for Service Retirement or DROP Retirement up to six months in advance.
- Complete all the required forms online and upload supporting documents; notarization is not required for the online process.
- Generate comparison estimates during the application process, reducing the wait time to receive an estimate from the Division.
- Choose their option and designate beneficiary(ies).

Members who submit an online Service Retirement application can also complete their post-retirement activities:

- Submit direct deposit information.
- Apply for the Health Insurance Subsidy (HIS).
- Complete Form W-4P for federal tax withholding.

Once the application has been submitted, a copy of all completed documents will immediately be available in the member’s My Inbox, located on the menu bar under “Member Services.” If an agency requires a copy for their records, the member can download and provide the documents to their employer.

The Service Retirement or DROP Retirement application process can be completed in less than 20 minutes. The online applications reduce delays in processing that may not be avoided with paper applications such as illegible or incomplete documentation.

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Online Service Retirement and DROP Retirement Applications – continued

Notification to the Employer

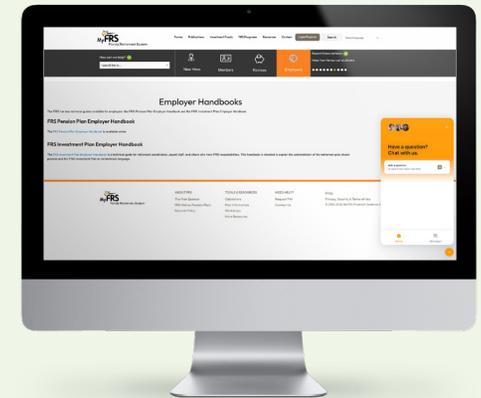
Service Retirement

If a member applies for Service Retirement and a termination date has already been reported, a notification will not be sent to the retirement coordinator. If no termination date has been reported or the member will have a future termination date, the retirement coordinator will receive an email notification requesting that the termination date be certified. The retirement coordinator or authorized agency representative can upload a completed termination document via FRS Online with a document type of “ER-Term.” They also have the option to submit a termination date through the “Termination Date” module via FRS Online. Employers are reminded that all termination dates should continue to be reported on the monthly retirement report.

DROP Retirement

If a member applies for DROP Retirement, an email notification will be sent to the retirement coordinator. The retirement coordinator or authorized agency representative must complete the document and upload it through the “Upload Document” module via FRS Online with a document type of “ER-Term.” Once the application is in process by the Division, the member’s DROP participation will be updated on the DROP Participants Report on FRS Online.

Reminder: Access FRS
Employer Handbooks on
[MyFRS.com](https://myfrs.com)



As an employer, you play an important role in helping your employees make the most of their FRS retirement benefits. Access to the employer handbooks for the Pension Plan and the Investment Plan are available on the [MyFRS.com website](https://myfrs.com).

- [FRS Pension Plan Employer Handbook](#)
- [FRS Investment Plan Employer Handbook](#)

Attend an FRS Employer Training Workshop

FRS employer training workshops are an excellent opportunity for you and your staff to receive an overview of the FRS plans and the various areas, functions, and processes that involve your agency and its employees. View the online [workshop calendar](#) for a list of in-person and Zoom workshops being offered.

Upcoming Workshops

Pension Plan

8:30 to 11:30 a.m. ET

May 27, 2026

August 17, 2026

November 16, 2026

Investment Plan

1:00 to 4:00 p.m. ET

May 27, 2026

August 17, 2026

November 16, 2026



To register:

By phone (in-person or Zoom):

1-866-377-2121, Option 1

Be ready to provide your name, contact information, the date and time of the workshop you want to attend, and the number of people from your agency who will be attending.

Online:

- Go to the [workshop calendar](#).
- Locate the employer workshop you want to attend (in-person or via Zoom), then register.
- You will receive a confirmation email after registering. Zoom registrants will receive a reminder email the day before the webinar.

You must register separately for each workshop you wish to attend.

Free Financial Planning Workshops for Employees

The following 2026 live webinars are free and unlimited for FRS members. To schedule an in-person workshop or live webinar for your FRS employees, please reach out to Angela Ko by email at Angela.Ko@ey.com or by telephone at 201-872-0176.

April 13	Using the FRS to Plan for Your Retirement	10:00 a.m. to Noon
April 13	Taking Control of Your Finances (90 minutes)	1:00 to 3:00 p.m.
April 14	Protecting Yourself and Your Loved Ones	10:00 a.m. to Noon
April 14	New Employee Retirement Plan Choice	1:00 to 3:00 p.m.
July 28	Taking Control of your Finances (60 Minutes)	10:00 a.m. to Noon
July 28	Investment Planning	1:00 to 3:00 p.m.
July 29	Education Planning	10:00 a.m. to Noon
July 29	Understanding the FRS Investment Plan	1:00 to 3:00 p.m.
November 9	Social Security and Your Retirement	10:00 a.m. to Noon
November 9	Understanding Your Benefits Under the FRS Pension Plan	1:00 to 3:00 p.m.
November 10	Nearing Retirement in the FRS	10:00 a.m. to Noon
November 10	Group Health Insurance (state employees & state college employees only)	1:00 to 3:00 p.m.

ALL TIMES ARE ET

To register:

By phone:

1-866-446-9377, Option 2

Online:

- Go to the [workshop calendar](#).
- Locate the employee workshop you want to attend (in-person or via Zoom), then register.
- You will receive a confirmation email after registering. Zoom registrants will receive a reminder email the day before the webinar.

Employees must register separately for each workshop they wish to attend.



FRS Retirement Seminar Available

A one-day workshop is available to help your employees plan for their financial future. The “FRS Retirement Seminar” was developed by both the Department of Management Services (DMS), Division of Retirement, and the State Board of Administration. It is conducted by experienced financial planners from EY, and will be held either in-person at your location or online via Zoom. There are three to five presentations offered based on your agency’s needs. Three of the presentations are required, one is optional, and one is strictly for state agencies and state colleges. The presentations include:

- Understanding Your Benefits Under the FRS Pension Plan **(required presentation)**
- Protecting Yourself and Your Loved Ones **(required presentation)**
- Social Security and Your Retirement **(required presentation)**
- Understanding the FRS Investment Plan **(optional)**
- Group Health Insurance **(state agencies & state colleges only)**

Employees are not required to attend all presentations but can choose the presentations they are interested in and that fit their schedule. All workshops require a minimum of at least 25 attendees.

Workshops are offered via Zoom or in-person. These workshops are free of charge to all FRS members. To schedule a workshop, call the FRS Employer Assistance Line toll-free at 1-866-377-2121, Option 1.



Upcoming 1st Election Deadlines

Making an active retirement plan choice by the election deadline is the best way for members to ensure they participate in their preferred plan. Members should be encouraged to make an active election even if their preferred plan is the default plan. **If a member receives a new hire kit and/or election reminder information, such as a letter or email, this means the member is in their retirement plan choice period and must make an active election or they will be defaulted into the Investment Plan (or Pension Plan if they are in the Special Risk Class). To verify if any of your new employees are receiving reminders regarding their choice period deadline, you can log in to FRS Online under the “Elections” section to review the reminder notifications. If you receive inquiries from employees regarding a reminder notice or how to make an election, please refer them to the MyFRS Financial Guidance Line at 1-866-446-9377, Option 2 (TRS 711).**

Deadline dates and times apply to all members, no matter how they submit their retirement plan choice. To confirm a new hire’s deadline, call the FRS Employer Assistance Line at 1-866-377-2121, Option 3, or refer to the member’s benefit comparison statement.

What Happens If a Member Misses the Deadline?

A member whose retirement plan choice is not received by their 1st Election deadline will be enrolled in the default plan based on their membership class, as shown at right.

Continues on next page.

Plan Defaults¹

Membership Class	Plan Default
Special Risk Class	Pension Plan
All classes (except Special Risk Class)	Investment Plan

1st Election Deadlines

Month of Hire	Enrollment Deadline ²
July 2025	March 31, 2026
August 2025	April 30, 2026
September 2025	May 29, 2026
October 2025	June 30, 2026
November 2025	July 31, 2026
December 2025	August 31, 2026
January 2026	September 30, 2026
February 2026	October 30, 2026
March 2026	November 30, 2026
April 2026	December 31, 2026
May 2026	January 29, 2027
June 2026	February 26, 2027

¹ Applies to members initially enrolled in the FRS on or after January 1, 2018.

² By 4:00 p.m. ET.

Upcoming 1st Election Deadlines – continued

What About Members with Prior Pension Plan Service?

The plan defaults shown on the previous page apply to any members who did not submit a retirement plan choice prior to January 1, 2018 or did not have a plan choice period – even if they were previously enrolled in the FRS. Here's an example:

- **April 1, 1999** – The member initially enrolls in the FRS. (At that time, the Pension Plan was the only retirement program available, so no retirement plan choice was made.)
- **May 2001** – The member terminates employment.
- **January 1, 2026** – The member returns to work. (The enrollment deadline based on the member's month of hire would be September 30, 2026, by 4:00 p.m. ET.)
- **September 30, 2026** – No election is received for this member.
- **October 1, 2026** – The member will be enrolled in the default plan based on their membership class. If enrolled in the Investment Plan, the member's prior Pension Plan service will be transferred to the Investment Plan as an opening account balance, which is subject to the Pension Plan's vesting provisions.

Making a 2nd Election Is a Big Decision

If you have an employee who is thinking of utilizing their one-time 2nd Election to transfer to the Investment Plan or Pension Plan, they can speak with an EY financial planner who will provide plan comparisons by phone. The FRS has a contract with EY to provide all FRS members with free, unbiased financial planning and counseling services. EY does not sell any investment or insurance products. No other financial planners, financial institutions, or firms are affiliated with or endorsed by the Florida Retirement System, by Alight Financial Solutions, or by Alight Solutions (the Investment Plan Administrator). If an employee wants to make a 2nd Election, have them contact the MyFRS Financial Guidance Line at 1-866-446-9377, Option 2 (TRS 711) to discuss their options.

ChooseMyFRSplan.com Is One of the Fastest Ways to Submit a Retirement Plan Choice

Here are some additional options from next fastest to slowest:



Call the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4 (TRS 711). *This is a good option if the employee has questions.*



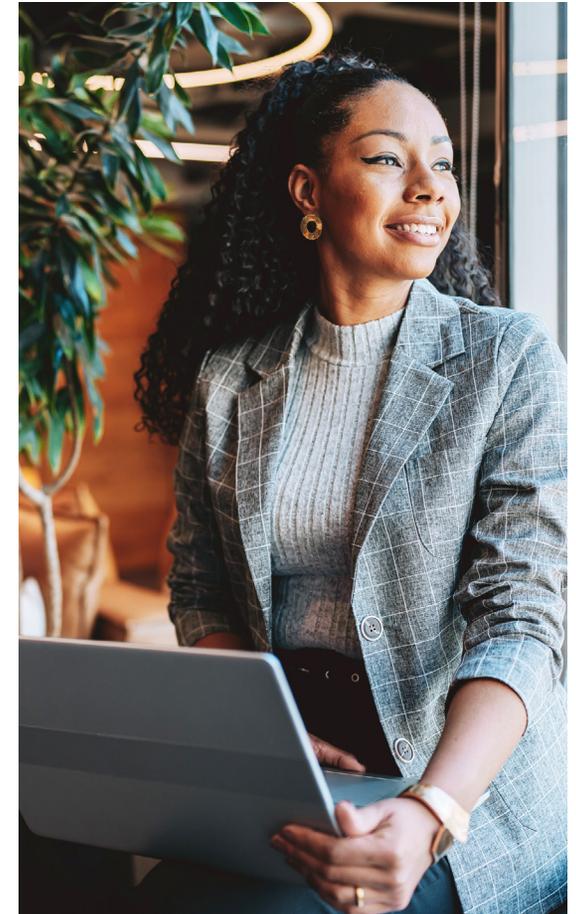
Submit the **online General Retirement Plan Enrollment Form**.



Submit the hard copy form available on **MyFRS.com**:
By Fax: 1-888-310-5559



By Mail:
Plan Choice Administrator
P.O. Box 785027
Orlando, FL 32878-5027



Remind Members to Keep Beneficiaries Current

Encourage your Investment Plan and Pension Plan members to keep their beneficiaries up-to-date so their benefits (if any) are passed to their named beneficiaries in the event of their death.

Investment Plan Members

Investment Plan members have four options for submitting their beneficiary information:

1. Online **FRS Investment Plan Beneficiary Designation form** on **MyFRS.com** (accessible without login).
2. Logging in to **MyFRS.com** and clicking “Investment Plan,” then clicking on the “profile”  icon on the top right of the page, then selecting “Beneficiaries” from the drop-down menu.
3. Mailing or faxing an **FRS Investment Plan Beneficiary Designation form (IPBEN-1)**, available online, to the Investment Plan Administrator.
4. Calling the MyFRS Financial Guidance Line at 1-866-446-9377, Option 4 (TRS 711).

Pension Plan Members

Employers can access two reports on FRS Online that identify active Pension Plan members who are missing a beneficiary designation. Please review these reports regularly and direct those employees to name a beneficiary through their FRS Online account.

Active or Inactive Employees

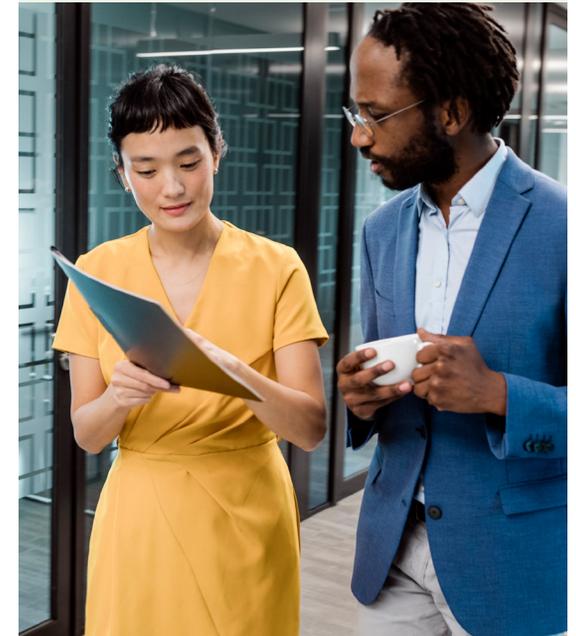
The member can view or update their beneficiary designation at any time using their FRS Online account at frs.fl.gov.

Retired and Receiving a Benefit

The retiree can view their current beneficiary designation, as well as learn how to change their beneficiary designation, using their FRS Online account at frs.fl.gov.

Are You Using Outdated FRS Forms?

FRS forms are routinely updated throughout the year. To use up-to-date forms and save paper, go to the **Forms section on MyFRS.com** to download and print the forms as you need them.



Help Keep Members' Names and Addresses Current

Encourage your active, inactive and retired FRS members to keep their contact information current so they don't miss any important communications from you or the FRS.

Investment Plan Members

Active Employees

Names and addresses are automatically updated on the FRS database when you submit your agency's monthly retirement report.

Inactive or Retired

See the online FAQ "[How can I change my name or mailing address if retired or terminated from the Investment Plan?](#)"

Pension Plan Members

Active Employees

Names and addresses are automatically updated on the FRS database when you submit your agency's monthly retirement report.

Inactive (Not Currently Employed)

Address Change – Call the DMS, Division of Retirement.

Retired and Receiving a Benefit

Address Change – The retiree can log in to their FRS Online account at frs.fl.gov to update their address. If you have questions, call the DMS, Division of Retirement.

Name Change – The member must **mail or fax** a signed letter to the DMS, Division of Retirement. The letter must be accompanied by a copy of the court order, marriage certificate, or valid driver's license reflecting the member's new name.

How to Reach the DMS, Division of Retirement



Department of Management Services, Division of Retirement
P.O. Box 9000
Tallahassee, FL 32315-9000



850-410-2010 (fax)



1-844-377-1888 (toll-free)
or 850-907-6500



Resources

FRS Employer Assistance Line

1-866-377-2121 (toll-free)

EY and Alight Solutions representatives are available from 8:00 a.m. to 6:00 p.m. ET, Monday through Friday, except holidays.

DMS, Division of Retirement, staff are available from 8:00 a.m. to 5:00 p.m. ET, Monday through Friday, except holidays.

MyFRS.com Resources

- [Recent News Articles](#) — Keep up with the latest legislation and more
- [Contribution Rates](#) — See “Retirement and Health Insurance Subsidy (HIS) Contribution Rates”
- [Employer Forms](#) and [General Forms](#) — Current forms available to print on demand
- [Employer Handbooks](#) — Technical guides for retirement coordinators, payroll staff, and others who have FRS responsibilities
- [FAQs](#) — Frequently asked questions and glossary
- [Helpful Links/Websites](#) — Links to agencies, departments, and other resources
- [Laws and Rules](#) — Florida Statutes and Administrative Code governing the FRS
- [Order Materials](#) — Online catalog of printed materials that you can order free of charge
- [Public Records](#) — State Board of Administration and DMS, Division of Retirement, Public Records Policy
- [Publications](#) — All available online publications
- [Request for Intervention/Final Orders](#) — Interventions may include unresolved customer service complaints and allegations of misconduct or misrepresentation
- [Videos](#) — New hire, educational, and training videos

EY Is Our Exclusive Financial Planning Partner

The FRS has a contract with EY to provide all FRS members free, unbiased financial planning and counseling services. EY does not sell any investment or insurance products. No other financial planners, financial institutions, or firms are affiliated with or endorsed by the Florida Retirement System, by Alight Financial Solutions, or by Alight Solutions (the Investment Plan Administrator).

