



# SIGNATURE AUTHORIZATION FORM (E-CARSON)

693 W. Nye Lane, Carson City, NV 89703 (775) 687-4200 Fax (775) 687-5131  
5820 S. Eastern Ave. Suite 220, Las Vegas, NV 89119 (702) 486-3900 Fax (702) 678-6934  
Toll Free 1-866-473-7768 Website: www.nvpers.org

Agency Name: \_\_\_\_\_ Agency #: \_\_\_\_\_

# of PERS Members: \_\_\_\_\_ BUDGET #'s (if applicable) \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_ CITY STATE ZIP

Agency Phone #: \_\_\_\_\_ FAX #: \_\_\_\_\_

The following employees have signature authority as authorized by:

\_\_\_\_\_  
Type or Print Signature Chief Administrator  
(Also Approved for Signature Authority)

AGENCY LIAISON OFFICER \_\_\_\_\_  
Type or Print Signature

DEPUTY LIAISON OFFICER \_\_\_\_\_  
Type or Print Signature

DEPUTY LIAISON OFFICER \_\_\_\_\_  
Type or Print Signature

DEPUTY LIAISON OFFICER \_\_\_\_\_  
Type or Print Signature

PAYROLL CLERK \_\_\_\_\_ Phone # \_\_\_\_\_  
Type or Print Signature

List additional employees with signature authority:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### ECARSON CONTACTS (ON LINE REPORTING)

WEB ADMINISTRATOR & SOCIAL SECURITY# \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

PAYROLL SPECIALIST & SOCIAL SECURITY # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

PAYROLL SPECIALIST & SOCIAL SECURITY # \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

**NOTE: THIS FORM SUPERSEDES ALL PREVIOUS FORMS!!!**



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## **SIGNATURE AUTHORIZATION FORM EXPLANATION OF DUTIES**

**NRS 286.288 states, “Any participating public employer or group of such employer may select an employee as liaison officer to certify records and coordinate matters pertaining to retirement between the System and members or participating public employers...”**

**As the Liaison Officer, all mailings from PERS will be sent to your attention. You will act as the Liaison between your agency and PERS. Liaison officers are the only Public Employer staff that can complete Disability Retirement applications on behalf of employees within their agency, receive information regarding retiree accounts, and receive detailed employee account information.**

**Signature Authorities are only allowed access to information provided from their agency to PERS, such as enrollment and termination forms, and wage and contribution information.**

**If you have additional questions, please contact our Employer Services Division at (775)687-4200, or toll-free at 1-866-473-7768.**