



**ARIZONA STATE RETIREMENT SYSTEM (ASRS)
 VERIFICATION OF CONTRIBUTIONS NOT WITHHELD
 (CNW) INSTRUCTIONS *EMPLOYER USE ONLY***

Phoenix (602) 240-2000
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 www.azasrs.gov

Dear Payroll or Human Resources Manager:

One of your current or past employees has indicated he or she qualified for membership with the ASRS for a period of time when ASRS contributions were not withheld. We need your cooperation to verify the employee's information. Please read the following information carefully, complete the enclosed form and return it to us as soon as possible. For more information, please refer to the ASRS Employer Manual or Arizona Revised Statutes § 38-738 or contact the Employer Relations staff.

STEP 1

The employer's Payroll or Human Resources Manager should review the employer's records to determine Contributions Not Withheld (CNW) eligibility. If a CNW is established, the employer's Payroll or Human Resources Manager should complete the form in its entirety. An employer letter may also suffice.

STEP 2

Once the ASRS receives the employer verification, the member and the employer will be issued an invoice for payment due.

Restrictions

- The employment period must have occurred within the last 15 years.
- ASRS membership criteria must have been met with no ASRS contributions withheld.
- To qualify as CNW, the member must have worked a minimum of 20 hours/week for at least 20 weeks in a fiscal year for each ASRS employer.
- It is the member's responsibility to prove a contribution error occurred.
- Any position with an employment period prior to 07/24/2014 must have been covered under Section 218 of the Social Security Act.

NOTE: The period an employee worked under the mandatory 6-month waiting period for State employees does not qualify as a CNW.

Alternate Forms of CNW Evidence

In some cases, the employer will not have records for the time in question. Below are documents the employee can provide to the employer to support the claim:

Documents proving member was employed and covered under Section 218 agreement	Documents proving member met time and hour requirements	Documents verifying member's compensation
<ul style="list-style-type: none"> • Pay Stubs • W-2s • Employer Verification • Personnel Action Form • Social Security Earnings Report 	<ul style="list-style-type: none"> • Pay Stubs • Contract with W-2s • Employer Verification • Payroll Records • Timesheets 	<ul style="list-style-type: none"> • Pay Stubs • W-2s • Employer Verification

Unable to Prove CNW

If the employer does not have records and the member is unable to provide sufficient documentation to prove the member's eligibility for a CNW adjustment, the member may be eligible to purchase the time as Other Public Service Non-participatory. The member should contact the ASRS to submit an Other Public Service Non-Participatory service purchase request.

Contact Us

If you have questions, please contact an ASRS representative by email through the employer secure website, using the CNW dropdown subject line.

