



Submit a Confirmation of Termination

With PERSI's new pension administration system, form *RS109, Notice of Change in Employment Status*, is no longer valid. **If PERSI requests this information from you**, perform the following steps to submit a confirmation of termination instead.

1. Open the Employer Portal (IRIS) and log in.
2. If necessary, select the appropriate employer.
3. Point to **Admin** and then click **Confirmation of Termination**.
4. Complete the information on the Confirmation of Termination screen and then click **Submit to PERSI**.

If you have any questions regarding this process, please contact PERSI's Employer Service Center (ESC) at **287-9525** (from within the Boise area) or **1-866-887-9525** (from outside the Boise area).