How to Apply for GDCP Refunds Online

Please be advised ERS is **now** requesting that GDCP Members apply for refunds online. Please see instructions below.

In order to be eligible to apply for a refund, you must terminate your GDCP employment and allow 30 days after your termination.

- Confirm your temporary employment termination date with unit HR or manager.
- Submit ServiceNow ticket requesting employment termination be sent to ERSGA. Requests can be submitted via gatech.service-now.com/asc
- Georgia Tech will notify Employees' Retirement System of Georgia (ERSGA) of your termination
- Your GDCP account status must be inactive

Online Instructions

- Log in to your GDCP online account at secure.ers.ga.gov and select **"Request a Refund"** to initiate the refund process.
- If you do not have an online account, go to secure.ers.ga.gov and then click the "**Register**" button.

Note: there is no time limit to request a refund from ERSGA employee position.

**If you have any questions regarding your refund status, you may contact ERSGA (Employee's Retirement System of Georgia) directly at 404-350-6300 or toll free at 1-800-805-4609.