

## **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.

- Please complete and return the GDCP refund application to GTHR Retirement (Attn: Michelle Jordan-Dumas) by mailing to 500 Tech Parkway Atlanta, GA 30332 or by fax to 404-894-6978
- Georgia Tech will notify ERSGA of your GDCP termination date
- Your GDCP account status must be inactive
- Please allow 2 to 6 weeks from date of termination for your account to be updated to Inactive status

### **Online Instructions**

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

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.