



# CHECKLIST: APPLYING FOR RETIREMENT

*So you've decided to retire. What do you need to do?*

- 1 Review your Estimate of Benefits** – This gives you an idea of how much your monthly pension will be. Your actual pension amount may be more or less, and is calculated after SERS receives and verifies all service credit and contributions from your employer.
- 2 Read through the Service Retirement Guide and the Member Health Care Guide** – These handy guides answer everything you need to know about retiring with SERS.
- 3 Notify your employer** – You will need to formally inform your employer of your plans to retire. If you are on your employer's health care plan, you also will need to find out when your coverage will end.
- 4 Complete the application** – Use the checklist below to make sure you have provided all the necessary information and paperwork for SERS to process your application.

## BE SURE TO COMPLETE THE FOLLOWING ON YOUR **SERVICE RETIREMENT APPLICATION**:

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|--|---|
| <input type="checkbox"/> Fill out your personal and contact information.   | <input type="checkbox"/> Include the applicable documents from this list:   |
| <input type="checkbox"/> Choose a retirement date. Remember, your retirement must start on the first of the month following your last day of service. If you are unsure of your last day of service, you may want to contact your employer.                                      | <ul style="list-style-type: none"><li>■ Copy of birth certificates for:<ul style="list-style-type: none"><li>– Yourself</li><li>– Spouse (if selecting Joint Survivor Plan A, C, D, or F) – Non-spouse beneficiary (if selecting Joint Survivor Plan C, D, or F)</li><li>– Spouse and dependents to be covered by SERS' health care</li></ul></li><li>■ Copy of your marriage certificate (if applicable)</li><li>■ A complete copy of your divorce decree including any separation agreement, if your current marital status is divorced</li><li>■ Copy of Medicare cards for yourself and your spouse (if applicable)</li></ul> |
| <input type="checkbox"/> Choose a plan of payment. Remember, you can only <u>choose one</u> .  |   |
| <input type="checkbox"/> Select a beneficiary. If you choose a plan of payment that allows for joint beneficiaries, call us to request a joint beneficiaries form.   |   |
| <input type="checkbox"/> Complete the Health Care Application / Waiver. <ul style="list-style-type: none"><li>■ If you are taking SERS health care coverage, did you choose a health care plan?</li><li>■ If you are not taking our coverage, did you sign the waiver?</li></ul> | <input type="checkbox"/> If you are married, your spouse will need to sign the Spousal Consent if: <ul style="list-style-type: none"><li>■ You are selecting Plan B, C, E, or F</li><li>■ You are selecting Plan D and naming someone else as your beneficiary</li><li>■ You are selecting a PLOP</li><li>■ You are naming someone else as your beneficiary</li></ul>   |
| <input type="checkbox"/> Complete the Direct Deposit Form and attach a voided check. If you do not have personal checks, we will accept a form from your bank that includes your account information; the form must contain the bank's letterhead.                               | <input type="checkbox"/> Review your application and be sure to sign where necessary.   |
| <input type="checkbox"/> Complete the Partial Lump Sum Option Payment (PLOP) section.  | <input type="checkbox"/> Enjoy your retirement!   |

**Note:** Failure to submit a complete application, with required documents, will delay the retirement process.

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