

APPLICATION FOR SERVICE RETIREMENT



I am applying for retirement from Sacramento County Employees' Retirement System, in accordance with provisions of the County Employees' Retirement Law of 1937 and the Bylaws and Regulations governing the retirement system. I understand that, according to Section 31672 of the Government Code, I cannot apply for retirement more than 60 days before the retirement effective date requested below.

I. YOUR INFORMATION

Print Full Name: _____ SSN: XXX-XX-_____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Home Address: _____
If different from Mailing Address

City: _____ State: _____ Zip: _____

Email: _____ Phone: _____ Date of Birth: _____
Personal Email Address *MM-DD-YYYY*

Employer: _____ Department: _____

Date of Retirement: _____ Personnel Number: _____
MM-DD-YYYY

Signature of Applicant

Date

II. SERVICE RETIREMENT ACKNOWLEDGMENT

SCERS recognizes the significant value of retirement benefits provided to eligible employees and reminds retiring members that many benefit decisions are irrevocable. SCERS tries to develop processes that help members make informed decisions about retirement. Part of the process is to provide retiring members with an acknowledgment form to review and initial prior to the payment of any retirement benefits by SCERS.

This form memorializes your understanding of the information provided. Please initial each of the items listed. Your initials indicate an understanding of the item. If you have any questions regarding any of the items below, please speak with a retirement benefits staff member. This form will become a permanent part of your retirement file.

1. _____ **Application for Retirement**
Irrevocable once retirement date is reached.

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2. _____ **Retirement Date**

A personal decision; choose the best time for you. The effective date can be the day after you separate from employment, but cannot precede the day your Application is received at SCERS.

3. _____ **First Retirement Check**

Retiree payroll is processed monthly and released on the last working day of the month. SCERS makes every effort to pay the first retirement warrant within 45 days of the retirement date, but it may take longer under certain circumstances.

4. _____ **Notification to Employer**

This is your responsibility. SCERS will verify the termination date, sick leave balances, and any information needed to administer your retirement process.

5. _____ **Option Selection**

A decision affecting both you, a surviving spouse or registered domestic partner, or beneficiary. Completed form is required at the time of retirement. The option selection is irrevocable once payment is issued.

6. _____ **Monthly Retirement Allowance**

Based on your retirement plan, years of credited service, final compensation, and age at retirement.

7. _____ **Social Security Annuity Advance (Temporary Annuity)**

This option is for members who retire before age 62 and are covered by Social Security. It is an advance payment by SCERS on the amount Social Security estimates you will be entitled to at age 62 or 65. The advance is temporary. When age 62 or 65 is reached, the SCERS monthly retirement allowance, including cost of living adjustments, is reduced for the rest of your life. It will automatically be reduced, regardless of whether or not you apply for Social Security. The selection of this option may be dependent on your life expectancy, and whether it is to your advantage to receive a higher retirement income prior to age 62 or 65. The reduction is an actuarial equivalence based upon life expectancy according to SCERS mortality tables.

8. _____ **Automatic Payroll Deposit**

An automatic deposit form must be completed to have your monthly pension benefit electronically transferred to your financial institution. A deposit advice will be forwarded to your mailing address of record.

9. _____ **Purchasing Service**

New service purchase requests must be initiated prior to the date of retirement. Some (not all) new and existing purchase agreements can be completed up to 120 days after retirement.

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10. _____ **Community Property Interest**

Spousal interest in a SCERS account is caused when a divorce occurs during membership. Community property issues should be resolved prior to retirement. If SCERS has been “joined” no benefits may be paid without a court order identifying the extent of community property in the retirement benefit for each party.

11. _____ **Final Calculation**

Calculations are usually finalized after issuance of your last paycheck and resolution of any salary adjustments.

12. _____ **Medical and/or Dental Insurance and Offset**

For information regarding group health benefits, eligibility requirements and any employer-paid subsidy in effect at the time of your retirement, please contact your employer’s benefits office.

13. _____ **Employment After Retirement**

You may be eligible to work under limited conditions for a SCERS employer provided you have been retired for at least 180 days.

I hereby affirm that I have read the Service Retirement Application Packet, and if requested, received an explanation on each of the items listed on this acknowledgment prior to making informed decisions about my retirement.

Member Signature

Date

SCERS Representative Signature

Date

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III. SERVICE RETIREMENT INFORMATION (FOR YOUR RECORDS)

For detailed information regarding your SCERS retirement benefits and the retirement process, please refer to the Member Handbook located on our website at scers.gov. A hard copy of the Member Handbook is available upon request.

The information contained in this packet is not intended to replace the Member Handbook or the County Employees' Retirement Law (CERL). If there is a conflict between the information provided in this packet, the Member Handbook, and the CERL, decisions and actions will be applied based upon the CERL.

For your convenience, and to ensure a successful retirement process, refer to the Planning to Retire Checklist in this packet that will help to identify milestones and activities you should consider over the twelve months preceding your desired retirement date.

CONSIDERATIONS FOR SETTING A RETIREMENT DATE

When contemplating retirement, there are factors you should consider during your planning:

- Your retirement date cannot be effective until the day after your last day of paid employment.
- Your retirement date cannot be earlier than the date SCERS receives your application.
- It is your responsibility to coordinate your retirement and resignation from your employer. As SCERS processes your retirement, and when necessary, SCERS will contact your employer for any necessary information to facilitate and administer your retirement process.
- You can receive an incremental age factor adjustment for each quarter of a year increase in your age, up to the maximum benefit age factor, depending on your plan and tier.
- The annual retiree cost of living adjustment (COLA) is effective on April 1st of each year. As long as you are retired prior to April 1st, you will receive the appropriate COLA associated with your respective benefit tier. Note: the 2-3 months prior to April of each year are typically high volume months and you may experience delays in the processing and payment of your first retirement check.
- If you are purchasing service, be sure to factor in the time necessary to facilitate your purchase.
- If you are divorced or have a community property issue, you should contact SCERS early in your retirement process. A copy of the domestic relations order (DRO) must be on file with SCERS prior to any retirement payments. Delays in resolving your community property issue and submitting the required documents to SCERS will delay your retirement process.
- If you are planning to make a major purchase that requires income verification, such as buying a new home, you should factor in adequate time for SCERS to process your retirement. SCERS can only provide an estimated income verification notice after your first pension payment has been issued.
- While SCERS aims to process your retirement timely, there are circumstances and variables that may delay the processing of your retirement and may result in the cancellation of your application.

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SERVICE RETIREMENT APPLICATION FORMS AND DOCUMENTS

Required forms to initiate your retirement process:

- Application For Service Retirement and Service Retirement Acknowledgment (Form 6105)
- Member's Affidavit (Form 6019)
- Tax Withholding (Form 6190)
- Authorization for Direct Deposit (Form 6186)

Optional forms should be submitted, if applicable to your circumstances:

- Disposition of Accrued Sick Leave for Management Employees (Form 6154)

Required documents to complete your service retirement application process:

- Your birth certificate
- Your spouse's, domestic partner's, or other beneficiary's birth certificate, if applicable
- Your marriage or registration certificate, if applicable
- Your spouse's or domestic partner's social security number, if applicable
- A court endorsed Domestic Relations Order (DRO), if applicable
- Election of Retirement Allowance (Form 6024)

BENEFICIARIES

For most members, the beneficiary is their qualified spouse or registered domestic partner. A qualified spouse or domestic partner is a person you have been married or registered to for at least one year prior to retiring. By definition, a qualified spouse's or registered domestic partner's interest in a continuing retirement benefit cannot be terminated by the member or waived by the spouse or registered domestic partner. If a member marries or remarries after retirement, that new spouse or new registered domestic partner is not eligible for a continuing retirement benefit.

If the spouse or registered domestic partner agrees, a separate beneficiary may be named to receive the retiree's burial benefit, with the retiree's eligible spouse or registered domestic partner still able to receive the continuing monthly retirement allowance.

When calculating your monthly retirement allowance, SCERS will use the beneficiary named on the Member Affidavit. A new Member Affidavit must be submitted with the retirement application.

A new beneficiary may be named at any time after retirement using a Member Affidavit form. The new beneficiary will receive only a refund of any remaining member contributions and interest. The new beneficiary will not receive a lifetime retirement allowance.

Birth certificates for your named beneficiary(ies) including your spouse, domestic partner, or children must be submitted to SCERS to complete your retirement process.

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WITHDRAWING YOUR APPLICATION

Your service retirement application may be withdrawn, or the date of retirement changed, upon submitting a written request to SCERS prior to the effective date. Withdrawing your retirement application or changing your retirement date will not serve to automatically reinstate your status as an employee. This is a separate issue between you and your employer and the outcome will have no effect on your eligibility to receive retirement benefits.

Members who withdraw their retirement application will be required to repeat the process, complete a new retirement application packet, and elect a new retirement effective date.

IV. PLANNING TO RETIRE CHECKLIST

TWELVE MONTHS PRIOR TO RETIREMENT DATE

- Use the Benefit Calculator at scers.gov to create your retirement benefit estimate.
- If you are purchasing additional service, submit to SCERS a written Request for Service Purchase Calculation.
- Contact the Social Security Administration for Social Security benefit information.
- Contact SCERS if you have a community property issue. A copy of the domestic relations order (DRO) must be on file with SCERS prior to any retirement payments. Delays in resolving your community property issues and submitting the required documents to SCERS will delay your retirement process.

SIX MONTHS PRIOR TO RETIREMENT DATE

- Locate copies of birth certificates for you and any named beneficiaries, your marriage certificate, or your registered domestic partnership certificate.
- Are you a reciprocal member? Contact other public retirement systems to which you are a member for information concerning their benefits and retirement processes. To retain reciprocal benefits you must retire concurrently by submitting a retirement application with all other public retirement systems for which you are a member.

THREE MONTHS PRIOR TO RETIREMENT DATE

- Obtain a service retirement application packet available at scers.gov.

TWO MONTHS PRIOR TO RETIREMENT DATE

- Submit your completed application and all required forms and documents to SCERS. Your retirement application may be submitted to SCERS no earlier than 60 days prior to your retirement effective date.

YOUR RETIREMENT DATE

- Congratulations on your retirement and thank you for your service.
- SCERS aims to pay the first retirement check within 45 days of your retirement date. However, it may take longer under certain circumstances and during high-volume retirement periods.

Sacramento County Employees' Retirement System (SCERS)
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