



The Retirement Systems of Alabama
201 South Union Street, Montgomery, Alabama 36104

Strength. Stability. Security.

February 2015



Preparing to Retire
Are you ready?



Congratulations on your retirement! The RSA strives to make this process easy for you; we now have step by step retirement videos located on our website that include general information about RSA and the Steps to Retirement. The ERS Member Handbook is also located on our website at www.rsa-al.gov.

To initiate the retirement process, it is the members responsibility to obtain a **RETIREMENT APPLICATION PACKET PART I**. You may get this from your employer or you may print one from our website at www.rsa-al.gov. Part I of your retirement process contains the information and forms you need to initiate the retirement process.

Once we receive your completed Part I forms, the ERS will send **PART II – RETIREMENT BENEFIT OPTION SELECTION AND TAX FORM PACKET**. **The retirement process is not complete until you have returned the Retirement Benefit Option Selection Form in Part II.**

It is the responsibility of the member to ensure all forms are mailed to the ERS. You can contact Member Services at 877.517.0020 should you have any questions.

The **RETIREMENT APPLICATION PACKET PART I FOR STATE EMPLOYEES** includes:

- ◆ FORM 10 – APPLICATION FOR RETIREMENT
- ◆ FORM 12, INSURANCE AUTHORIZATION form
- ◆ DIRECT DEPOSIT AUTHORIZATION form.

The **RETIREMENT APPLICATION PACKET PART I FOR NON-STATE EMPLOYEES** includes:

- ◆ FORM 10 – APPLICATION FOR RETIREMENT
- ◆ DIRECT DEPOSIT AUTHORIZATION form.

Once the ERS has received the PART I forms, both state and non-state employees will be sent **PART II – RETIREMENT BENEFIT OPTION SELECTION AND TAX FORM PACKET** includes:

- ◆ RETIREMENT BENEFIT OPTION SELECTION form
- ◆ WITHHOLDING CERTIFICATE FOR PENSION OR ANNUITY PAYMENTS form
- ◆ RETIREMENT ALLOWANCE REPORT
- ◆ POSTRETIREMENT EMPLOYMENT INFORMATION.

Applying for Your ERS Retirement Benefit *Checklist*

The application must be submitted to the ERS **no less than 30 days or not more than 90 days prior to the effective retirement date**. If your application is received less than 30 days prior to your projected retirement date, your effective retirement date will be delayed until the following month.

- Complete Sections A, B, and C of FORM 10, APPLICATION FOR RETIREMENT. Have your employer complete Section D, Employer Certification.
- If you are designating multiple beneficiaries, leave Section B on the FORM 10 blank and submit the MULTIPLE BENEFICIARIES ATTACHMENT, FORM 10MB. FORM 10MB is **only** for members who select the **Maximum Benefit or Option 1** on the RETIREMENT BENEFIT OPTION SELECTION form in PART II. You may download the form from the RSA website, www.rsa-al.gov, or request it from Member Services.
- If you are applying for disability retirement, you and your physician must complete the REPORT OF DISABILITY PACKET. This packet must be included with your FORM 10. You may download the form from the RSA website, www.rsa-al.gov, or request it from Member Services.
- Complete Sections A, B, C, and D of FORM 12, INSURANCE AUTHORIZATION FORM. Have your employer complete Section E, Employer Certification. **Please do not forget to sign this form before returning it to the ERS.**
- Complete Sections A, B, and C of the DIRECT DEPOSIT AUTHORIZATION form. Send this form to your financial institution to complete Section D and E. This form will authorize the ERS to remit and credit your benefit directly to your bank account and eliminate the possibility of your check being lost or stolen.
- Send FORM 10, APPLICATION FOR RETIREMENT; FORM 12, INSURANCE AUTHORIZATION FORM, and any other completed forms to: ERS, P. O. Box 302150, Montgomery, AL 36130-2150. Your APPLICATION FOR RETIREMENT must be received by the ERS at least 30 days and not more than 90 days prior to the effective date of retirement. The effective date of retirement must be the first day of a month.
- Once we receive your APPLICATION FOR RETIREMENT (PART I), you will be sent PART II: RETIREMENT BENEFIT OPTION SELECTION AND TAX FORM PACKET. This packet will contain your retirement allowance report. Your RETIREMENT BENEFIT OPTION SELECTION form must be received by the ERS prior to the effective date of retirement. Otherwise, by law you will automatically receive the Maximum Benefit, which is irrevocable.**

If you are eligible for Medicare or Social Security benefits, visit their website at www.ssa.gov for more information.

- Good Luck on the next exciting chapter in your life! ●

Prepared by the Communications staff of the Retirement Systems of Alabama. To have your questions answered in “Preparing for Retirement”, please address them to **Michael Pegues, Communications, Retirement Systems of Alabama, P.O. Box 302150, Montgomery, Alabama 36130-2150**. Please visit our website at www.rsa-al.gov.