



SCERS

SACRAMENTO COUNTY
EMPLOYEE'S RETIREMENT SYSTEM

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SERVICE RETIREMENT

APPLICATION PACKET

Revised March 2019

SERVICE RETIREMENT APPLICATION PACKET

For detailed information regarding your SCERS retirement benefits and the retirement process, please refer to the Member Handbook located on our website at www.scers.org. A hardcopy 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 Service Retirement 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, depending on your benefit 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 credit, 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 cannot provide written income verification notices until 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.

SERVICE RETIREMENT APPLICATION FORMS AND DOCUMENTS

Required forms included in this packet to initiate and finalize your retirement process:

- Application For Service Retirement (Form 6105)
- Member's Affidavit (Form 6019)
- Tax Withholding (Form 6190)

Optional forms included in this packet should be submitted, if applicable, for your circumstances:

- Authorization for Direct Deposit (Form 6186)
- Disposition of Accrued Sick Leave for Management Employees (Form 6154)

Other required documents required to be submitted to SCERS 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
- Service Retirement Sign Off
- 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 and projecting any continuing benefits due to a survivor, SCERS will use the beneficiary named on the Member Affidavit. Therefore, if uncertain, 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.

RETIREMENT ORIENTATION

SCERS recommends that members attend a retirement orientation. Your spouse, registered domestic partner, or a guest is welcome. Retirement orientations are designed to empower members with information about the retirement process and to provide members with a positive retirement experience. The orientation allows new retirees an opportunity to:

- Enroll in the available medical and dental plans.
- Obtain information on the retirement process and interact with your Retirement Benefits Specialist.
- Choose your desired retirement allowance option election. A Retirement Benefits Specialist is available to provide assistance to allow you to make an informed decision.
- Obtain information on Deferred Compensation. A representative is available to provide guidance and answer general questions.

The scheduling of orientation occurs only after all forms have been completed and submitted to SCERS.

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.

RETIREMENT PLANNING CHECKLIST

Twelve Months Prior to Retirement Date

- Use the Benefit Calculator at www.scers.org to create your retirement benefit estimate.
- If you are purchasing additional service credit, 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

- Submit to SCERS 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.

Three Months Prior to Retirement Date

- Obtain a service retirement application packet available at www.scers.org.
- Contact SCERS if you have existing payroll deductions to purchase additional service credit that will not be completed before your retirement effective date.

At Least Two Months Prior to Retirement Date

- Complete the required and optional forms (if applicable) contained in the service retirement application packet.
- Submit your completed application to SCERS. Your retirement application may be submitted to SCERS no earlier than 60 days prior to your retirement effective date.
- Are you a reciprocal member? 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.

At Least One Month Prior to Retirement Date

- Attend a retirement orientation.
- Complete and sign your option election form – normally done during the retirement orientation.
- Submit any additional forms not already submitted.

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.

SERVICE RETIREMENT SIGN-OFF

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 a sign-off 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.
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** – 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 required at 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 retirement warrant electronically transferred to your financial institution. A deposit advice will be forwarded to your mailing address of record.
9. _____ **Purchasable service credits** – Service credits that can be purchased to increase years of credited service. **New purchase request 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.**
10. _____ **Community Property Interest** – Spousal interest in SCERS account. 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. _____ **Important Tax Letter** - The portion of your monthly retirement allocation that is excluded from taxation using the Safe Harbor method. Your tax exclusion amount is based on current IRS tax rules and will be indicated in the “Nontaxable Benefit” section provided on your payment advice. If you do not receive the tax letter following receipt of your first payment, contact SCERS immediately.
13. _____ **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 the County Employee Benefits Office.
14. _____ **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 explanation on each of the items listed on this checklist satisfactory to making informed decisions about my retirement.

Signature of Member

Date

Signature of Benefits Specialist

Date



Sacramento County Employees' Retirement System
 980 9th Street, Suite 1900
 Sacramento, CA 95814
 Phone: (916) 874-9119
 Fax: (916) 874-6060
 Web: www.scers.org

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 further understand that I will need to submit proof of birth for myself -- and for my eligible beneficiary, if applicable -- before SCERS can finalize my benefit calculation.

 Name

 Retirement Effective Date

 Mailing Address

 Employer

 City/State/Zip

 Department (if applicable)

 Birthdate

(____)_____
 Phone Number

 XXX-XX-
 SSN (last four digits only)

 E-mail Address (secondary/non-work address)

Signature of Applicant

 (TO BE COMPLETED BY SCERS)

 Date Received

 Chief Benefits Officer



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TAX WITHHOLDING

Your retirement allowance may be subject to income tax withholding. This form is used to determine your Federal and California (CA) State income tax withholding amount. Without this form on file, tax will be withheld as if you were married and claiming three exemptions.

NEW RETIREES Complete and return this form to SCERS at the address above.

RETIREES WITH MULTIPLE ACCOUNTS Complete a separate form if a different filing status and/or exemption applies to each account. Indicate which account this form applies to: Retiree Beneficiary Ex-spouse

FEDERAL TAX WITHHOLDING (Indicate your filing status, number of exemptions and select one option)

FILING STATUS Married or Single with _____ Exemptions

- Withhold Federal income tax based on the tax tables for the filing status indicated.
- Withhold Federal income tax based on the tax tables for the filing status indicated above plus an additional amount of \$_____ per month.
- Withhold \$_____ per month for Federal income tax.
- Do not withhold Federal income tax.

CA STATE TAX WITHHOLDING (Indicate your filing status, number of exemptions and select one option)

FILING STATUS Married or Single with _____ Exemptions

- Withhold CA State income tax based on the tax tables for the filing status indicated above.
- Withhold CA State income tax based on the tax tables for the filing status indicated above plus an additional amount of \$_____ per month.
- Withhold \$_____ per month for CA State income tax.
- Do not withhold CA State income tax.

**NON-CALIFORNIA RESIDENTS
MAY WAIVE CA STATE TAX**

I have reviewed the information on this form and submit this statement of income tax withholding on my retirement allowance. I understand this election will remain in effect until I change it. **I understand that I may be responsible for any tax liability and/or penalties if my withholding and estimated tax payments are not sufficient.**

Print Name: _____ Social Sec. No: XXX-XX-_____

Address: _____ City _____ State _____ Zip Code _____

Signature: _____ Date: _____ Phone No.: (_____) _____



SACRAMENTO COUNTY EMPLOYEES' RETIREMENT SYSTEM
 980 9TH STREET, SUITE 1900
 SACRAMENTO, CA 95814
 PHONE: (916) 874-9119
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 WEB: www.scers.org

AUTHORIZATION FOR DIRECT DEPOSIT

To sign up for direct deposit of your retirement warrant, follow these procedures:

1. Fill in the information in Section 1.
2. Fill in your financial institution information in Section 2. **Accuracy is extremely important, since your warrant will be deposited into the account number provided.**
3. Return the completed form to: SCERS, Pension Payroll, 980 9TH Street, Suite 1900, Sacramento, CA 95814,
 Fax to (916) 874-6060 or email to retirement-pensionpayroll@saccounty.net.

If you have any questions, please call our office at (916) 874-9119.

SECTION 1

	XXX-XX-
_____ Name (please print)	_____ SSN (last four digits only)
<p>In signing this form, I authorize the Chief Executive Officer (CEO) of SCERS or his designee to send 100% of my net pay to the financial institution and account designated in Section 2 below.</p> <p>I authorize amounts transmitted after my date of death or transmitted in error to be debited to my account. This authority is to remain in full force and effect until the CEO has received written notification from me of its termination and is afforded a reasonable opportunity to act on it.</p>	
_____ Signature	_____ Date
_____ Telephone No.	

SECTION 2 (Please ask your financial institution for assistance if you need help completing this section.)

Institution Name, Branch, and Phone _____ 9-Digit Routing Number _____	Type of Depositor Account (CHECK ONLY ONE) <input type="checkbox"/> Checking <input type="checkbox"/> Savings _____ Account Number _____
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DISPOSITION OF ACCRUED SICK LEAVE
(For management employees and elected officials)

I am a management employee applying for service retirement and am declaring my intention to dispose of my accrued sick leave in the following way:

- I will waive payment of sick leave and count all time as credit toward retirement.

- I will be paid for one-half of my accrued sick leave hours with the remaining accrued sick leave counting as credit toward my service retirement. One-half of my accrued sick leave is _____ hours. (*Reference: Section 2.100.100 of the Sacramento County Code*)

_____ Name (Print)	_____ XXX – XX – SSN
_____ Signature	_____ Date
_____ Department/Agency	_____ Retirement Effective Date

NOTE: SCERS recommends you forward a copy of this statement to your departmental personnel/payroll clerk for processing.