

INSTRUCTIONS FOR COMPLETING THE APPLICATION FOR SERVICE RETIREMENT

Please read the service retirement information in your *Handbook for Members* before completing this application. You may obtain this handbook from your benefits administrator or view it on the VRS Web site (www.varetire.org).

Please submit your application to VRS at least 90 days, but not more than six months, prior to your effective date of retirement to ensure that you receive your first benefit payment the first of the month following your retirement date.

In addition to your application, you must also submit a legible copy of your birth certificate as well as a legible copy of your survivor's birth certificate if you choose a survivor option. Additional information about the other documents you must submit is provided in "*Before Submitting your Application*" below.

Member Responsibilities

Complete Part A of the Application. (To avoid processing delays, print or type your information and ensure all items are completed.)

Boxes 1-10: Provide your personal information.

Box 11: Enter the date you plan to retire.

Box 12: If you check "Yes", the purchase must be completed while you are actively employed and no later than your date of termination. Your benefit cannot be calculated until payment for the purchase has been submitted to VRS.

Box 13: If you check "Yes", you must complete the VRS-26F and include it with this form. Your benefit cannot be calculated until payment for the purchase has been submitted to VRS.

Box 14: If you check "Yes", you must complete the Conversion of Disability Credits (VRS-5A) and provide it to your employer for signature. This form must be submitted to VRS with your Application for Service Retirement (VRS-5). (For state employees only.)

Box 15: Choose one payout option. Refer to your *Handbook for Members* to determine which option will meet your retirement goal.

Box 16: If you choose the Advance Pension Option, enter the age at which you want your temporarily increased VRS benefit to be reduced. You must choose an age of at least 62 years, but no later than your normal retirement age as defined by the Social Security Act. You must include an estimate from the Social Security Administration reflecting the amount you would receive from them at the age you elected on your retirement application for the temporarily increased VRS benefit to be reduced. This estimate, for VRS purposes, must be less than 12 months old, be prepared assuming you will have no future earnings after leaving your VRS-covered position, and be based on your Social Security Earnings Record.

Box 17-18: Complete Box 17 only if you chose a payout option that includes a partial lump-sum payment. Indicate the number of months on which the amount is to be based – 12, 24, or 36 months. For a one-year payment, you must work at least one year beyond the date you are first eligible for an unreduced retirement benefit. For a two-year payment you must work at least two years beyond the date you are first eligible for an unreduced retirement benefit. For a three-year payment, you must work at least three years beyond the date you are first eligible for an unreduced retirement benefit. (The 36-month payment becomes available for retirements on or after January 1, 2004.) Complete Box 18 to let VRS know if you intend to roll the PLOP payment into an Individual Retirement Account (IRA) or other qualified plan. Additional information regarding your rollover options will be sent once your application for retirement has been processed.

Boxes 19-23: Complete these boxes *only* if you choose a survivor option to provide information about your survivor. If you chose a survivor option, you **MUST** include a legible copy of your survivor's birth certificate.

Box 24: Sign the form and have your signature notarized.

If you are not able to sign the form and you select the Survivor Option, the form may be signed only by individuals specifically authorized to make testamentary changes on behalf of a member. This includes: a court-appointed Guardian or Committee; an Attorney-in-Fact named in a Durable Power of Attorney; or an individual specifically authorized by a court order to do so. A copy of the document providing such authorization must be presented to VRS for review before this application can be processed. If the form is not properly signed and notarized, it is not valid and a new form must be completed.

Box 25: If you checked Married or Separated in Box 6, your spouse's signature is required and it must be notarized on or after the date that you signed the application and had it notarized. If the form is not properly signed and notarized, it is not valid and a new form must be completed.

Before submitting your application:

- Include a legible copy of your birth certificate when you submit your application. If your birth certificate does not include your full given name and birth date, you must provide other legal documentation. *Your application cannot be processed without this document.*
- Include a legible copy of your survivor's birth certificate if you chose a survivor option. If your survivor's birth certificate does not include a full given name and birth date, provide other legal documentation.
- If you checked "Yes" to the questions in Boxes 13 and 14, request the appropriate forms from your benefits administrator and ensure they are completed and submitted with your application.
- If you elect the Advance Pension Option, submit your estimate from the Social Security Administration for the age you chose in Box 16. This statement must be dated within 12 months of your effective date of retirement.
- Have your employer complete Part B of this application if you are currently employed in a position covered under VRS or have been within the last 12 months.
- Complete the Authorization for Direct Deposit of Monthly Benefit (VRS-57) and the Federal and State Income Tax Withholding Form (VRS-15). Processing of your retirement application is delayed if the VRS-57 is not completed and submitted at the time of application.

Employer Responsibilities

Complete Part B of this application. (To avoid processing delays, print or type your information and ensure all items are completed.)

After completing Part B:

- Verify that the application has been completed in its entirety, signed and properly notarized or otherwise acknowledged.
- If the member answered "Yes" to the questions in Boxes 13 and 14 in Part A, ensure the appropriate forms are completed and submitted with the application.
- Review the birth certificate (and the survivor's birth certificate if applicable) to ensure legibility.
- Ensure the member has included an Authorization for Direct Deposit of Monthly Benefit (VRS-57) and the Federal and State Income Tax Withholding Form (VRS-15).
- If an employee needs to apply for a health insurance credit, ensure the Request for Health Insurance Credit (VRS-45) is completed and submitted with this application. (If the member's health insurance premium will be paid through VRS payroll deduction, do *not* complete a VRS-45 at this time unless the member has an additional individual policy. Complete the VRS-45 for the individual policy only.)
- For State Employees:
 - If an employee is retiring under the Involuntary Workforce Transition Act of 1995, complete both sides of the Employer Certification of Involuntary Separation under the Workforce Transition Act of 1995 (VRS-11) and submit it along with the Application for Service Retirement (VRS-5).
 - If an employee takes an immediate retirement and chooses to enroll in the State Retiree Health Benefit Program, ensure the Health Enrollment/Waiver form is completed and submitted within 31 days of the retirement date.
 - If an employee has disability credits remaining under the VSDP and wants to convert them to service credit, ensure the VSDP conversion of Disability Credits (VRS-5A) is completed and submitted.
- Mail the *original* Application for Service Retirement and all other required forms to VRS. A copy cannot be processed.

