



Closed Plan Retirement Handbook

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MoDOT and Patrol Employees' Retirement System

The provisions described in this retirement handbook only apply to active Closed Plan members.

There is a separate retirement handbook for Year 2000 Plan and 2011 Tier members.

This interactive handbook was created with multiple links including the Table of Contents and other references throughout. Most are denoted with a mouse icon.



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The provisions described in this handbook apply to active Closed Plan members working in a benefit-eligible position as of the date of this handbook, unless otherwise stated. Generally speaking, your benefits are based on the laws in effect on the date you leave state employment. If there is any difference between the information provided in this handbook and the laws or policies which govern MPERS, the laws and policies will prevail.

Examples provided in this handbook are for illustrative purposes only and should not be construed as benefits you could receive upon retirement.

A personalized benefit estimate, using your information is available online at www.mpers.org – simply log on to *myMPERS* Secure Member Access; by contacting an MPERS benefit specialist; or in your *Annual Benefit Statement*, which can be viewed anytime online through *myMPERS* Secure Member Access.



Message to Our Valued Members

What You Should Know About MPERS and Your Retirement Benefits!

What is the MoDOT and Patrol Employees' Retirement System (MPERS) and why does it matter? It's the System that administers the "defined benefit" retirement program for covered employees of MoDOT and Highway Patrol and it matters, or it should, to its members because it will play a substantial role in the retirement security of its members, especially for those that make a career out of their employment with MoDOT or the Highway Patrol.

Now you may ask "what's a defined benefit (DB) plan?" You may know it by a more common term, a pension. The details associated with these plans are included within MPERS' plan documents. It is worth your time, regardless of your age, to read this material and understand the general guidelines that make up your plan. Here are a few of the normal characteristics of a DB plan:

- The benefit is based on a formula that takes into account the member's salary and years of service.
- Is funded by the employer and may include employee contributions.
- Benefits are not based on an account value.
- Benefits are paid for life. Members **cannot** out live the benefit.
- The employer bears the investment risk; market changes do not impact the member's benefit.
- The employers' goal is to fund the benefit over the working career of the member.

DB plans, like MPERS, are powerful employment tools. Our plans are no different. These plans were designed to recruit quality employees, attempt to retain them for a career (usually 25 to 30 years), then give them the opportunity to retire with dignity and allow for a new wave of employees to enter and refresh the workforce. Hopefully, you will see those key features within the details of our plan documents.

In contrast, defined contribution (DC) plans, like a 401k, are very different. The common characteristics of a DC plan are:

- The benefit is based on contributions (usually a combination of employee and employer) and investment earnings.
- There is a member account with investment options available for members to choose from.
- The employee bears the investment risk – the account balance goes up and down depending on market performance.
- DC plans were designed to be an extra source of income, not the only source.
- The State's Deferred Compensation Plan is an example of a DC plan and was designed to be a supplemental savings plan.

Both DB and DC plans should have a role in your future retirement security. If they don't, you are at risk of not being fully prepared to retire. MPERS purpose is to make sure you are fully informed about the DB plan you will enjoy as a member and to appreciate the value of it. When MPERS' produces information about future benefits for its members, we generally deliver numbers reflecting anticipated monthly payments upon retirement. Providing information in that manner can lead to an under-appreciation of the benefit we provide. For example, for 2014 the average monthly benefit for our new retirees was \$2,130. That may or may not strike you as significant, but when you consider receiving that amount for the duration of your retirement it surely will. If you live 25 years in retirement, that monthly benefit would deliver over \$630,000. Now do we have your attention? I hope so, please read, understand, and ask questions about these benefits now. Don't wait. Procrastination can ruin your retirement plans.

As important as this DB plan can be to your retirement, there are common characteristics of these plans that you should know, and frankly may not like. Nonetheless, they are important features and part of what makes these systems viable. We will only mention a few of those features here. First, understand a basic premise of DB plans. They are designed to provide retirement income/security to its members and their dependents. For MPERS plan purposes, dependents include a spouse and children under the age of 21. For example, our plans automatically provide an immediate survivor benefit to your spouse or dependent children if a vested member dies while in service. If a member dies prior to retirement but does not have a dependent no benefit is payable to anyone. At retirement, members may elect a payment option to suit their specific needs. That is they can choose a payment option to provide income for their spouse should they precede them in death or to a friend with a guaranteed payment option or no survivor option at all allowing the largest benefit possible for the member during their lifetime. If a member does not live to their retirement date even the very day before, however, none of these options are available. Instead the automatic survivor options mentioned earlier prevail. Another common point of interest centers on short service employees. The benefits payable from DB plans are not portable. That is they rarely roll into another employers retirement account. Consequently, they may be frowned upon for employees not making state government a career. Knowing all of this early on will allow members to plan accordingly and make the best decisions possible for their future retirement security.

Members should expect quality information and service from MPERS. We make every attempt to assure information we share is accurate; however, in the instance our information is not accurate, we are obligated by law to correct it. That's why it is so important to view material the System sends to its members, especially benefit statements. If you notice an error, you should notify the System immediately so it can be rectified and affirm you are making decisions based on the best information possible.

A handwritten signature in black ink, appearing to read "Scott Simon". The signature is fluid and cursive, with the first name "Scott" and last name "Simon" clearly distinguishable.

Scott Simon
Executive Director

MPERS – Your Retirement System

MoDOT

Central Office – Jefferson City
(573) 751-2551

Northwest – St. Joseph
(816) 387-2350

Northeast – Hannibal
(573) 248-2490

Kansas City – Lee's Summit
(816) 622-6500

Central – Jefferson City
(573) 751-3322

St. Louis – Chesterfield
(314) 275-1500

Southwest – Springfield
(417) 895-7600

Southeast – Sikeston
(573) 472-5333

MSHP

General Headquarters
Jefferson City
(573) 751-3313

Troop A – Lee's Summit
(816) 622-0800

Troop B – Macon
(660) 385-2132

Troop C – Weldon Springs
(636) 300-2800

Troop D – Springfield
(417) 895-6868

Troop E – Poplar Bluff
(573) 840-9500

Troop F – Jefferson City
(573) 751-1000

Troop G – Willow Springs
(417) 469-3121

Troop H – St. Joseph
(816) 387-2345

Troop I – Rolla
(573) 368-2345

Contacting MPERS

Our staff is here to provide you with accurate, up-to-date information and to counsel you regarding any questions or concerns you may have about your retirement benefit. Every employee's situation is different and we are here to help you make the best decisions possible.

Should you have questions regarding the Closed Plan, or require additional information after reading the handbook, please contact an MPERS benefit specialist at the numbers listed below:

Contact Information

Business Hours
7:30 a.m. – 4:30 p.m.
Monday – Friday

Mailing Address
PO Box 1930
Jefferson City, MO 65102-1930

Building Location
1913 William Street
Jefferson City, MO 65109

Email Address
mpers@mpers.org

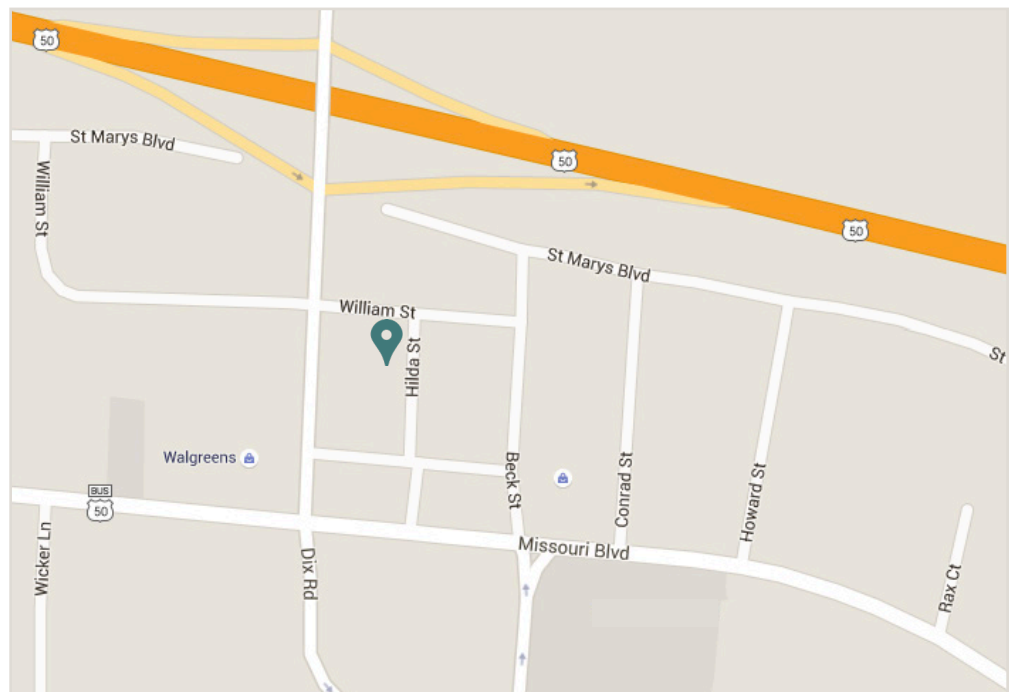
Main Number
(573) 298-6080

Toll Free
(800) 270-1271

Fax
(573) 522-6111

Website
www.mpers.org

Map to MPERS



MPERS – Your Retirement System

24-Hour myMPERS Secure Member Access

MPERS
Serving those who keep us safe.

Secure Member Access

1013 William Street
PO Box 1930
Jefferson City, MO 65102-1930
(573) 298-6080

myMPERS Enroll Now | Contact Information

Login

Username

Password **Login**

[Forgot Username?](#)

[Forgot Password?](#)

Why Enroll?

As a Member...	As a Retiree...
<ul style="list-style-type: none">• View your member information• Estimate your benefit• Download and complete forms• View and register for upcoming seminars• Enroll Now	<ul style="list-style-type: none">• View your payment history• View tax withholding elections and other deductions• Update your personal information• Update your tax withholding and direct deposit information• Enroll Now

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1

Create username and passphrase

A member must create his/her own username and passphrase online to gain secure access to personal information.

1. Click on Enroll Now.
2. Provide the information requested.

Through myMPERS Secure Member Access, you can perform the following actions:

1. Run benefit estimates
2. Utilize the *ComparATOR* tool
3. View your *Annual Benefit Statements*
4. View correspondence from MPERS
5. Select how you would like to receive correspondence from MPERS
6. See how much service you have accrued
7. Verify your contact information
8. Use the *Gross-to-Net Benefit* modeling calculator to see how taxes, medical premiums, etc., will affect your net benefit amount
9. Register for a Pre-Retirement Seminar
10. Submit your *Notice of Retirement* (step 1 of 2-step process)
11. Download MPERS forms that are pre-filled with your name, address, etc.
12. Vote for your MPERS board of trustee representative when there is an election (generally every 4 years)

2

Login to myMPERS Secure Member Access

1. Enter your username and passphrase.
2. Click on Login.

3

Forgot your passphrase? Forgot your username?

If you forget your passphrase or username, click on the appropriate question and follow the instructions.

MPERS – Your Retirement System

Defined Benefit Plan – Simple & Easy

1. Earn service credit for each day you work in a benefit-eligible position
2. Become vested
3. Meet the age and service eligibility requirements for retirement
4. Apply for retirement and receive a benefit each month for the rest of your life

Who is MPERS and What Is in It for You?

MPERS is an acronym for the MoDOT and Patrol Employees' Retirement System.

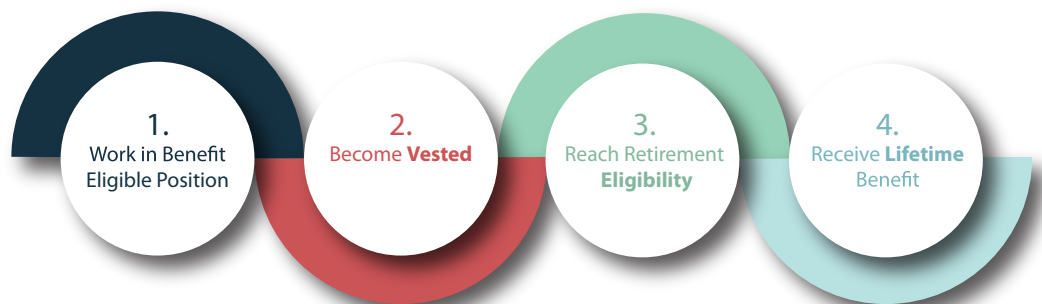
Just as the name implies, we administer the retirement benefits for eligible MoDOT and Highway Patrol employees. We also administer your disability benefits.

Once you are eligible to retire, MPERS will provide a benefit payable each month for your lifetime. Generally speaking, your retirement benefit is funded by contributions paid by your employer and investment earnings on those contributions. As a result of pension reform legislation, 2011 Tier members are required to pay contributions (currently 4 percent).

MPERS is a defined benefit (DB) plan, which means your monthly retirement benefit will be based on the following formula that is defined by law. The more service you have and the higher your salary, the higher your monthly benefit.

$$\text{Service} \times 1.6\% \times \text{Final Average Pay} = \text{Base Benefit}$$

You earn one day of service for each day you work in a benefit-eligible position. A benefit-eligible position is one that normally requires you to work at least 1,040 hours per year. Your employer determines if the job you are working is considered a benefit-eligible position.



Defined Benefit vs. Defined Contribution Plan

Defined Benefit	Defined Contribution
Example: MPERS	Example: State Deferred Compensation Plan or 401(k)
Automatic – no action required by you	Must enroll (Deferred Compensation auto enrollment effective July 1, 2012)
Employer makes contributions	You (and maybe your employer) make contributions
Benefit amount based on a formula set by law	Benefit amount based on your account balance
Benefit payable for life	Benefit payable until account is empty
Investment decisions made by professionals	You make investment decisions
Receive annual COLA for life	No annual COLA

MPERS Mission Statement

To provide a basic level of financial security to plan participants by delivering quality benefits and exceptional customer service through professional plan administration and prudent management of system assets.

MPERS – Your Retirement System

MPERS Administers Three Retirement Plans

MPERS was established through the passage of Senate Bill 66 in 1955. Under this legislation, eligible employees of MoDOT and MSHP became members of the retirement system on September 1, 1955. In 1999, legislation (Senate Bills 308 and 314) passed that created the Year 2000 Plan. In the special legislative session in 2010, House Bill 1 passed that added a contributory tier to the Year 2000 Plan, the 2011 Tier. The three plans are described below.

Closed Plan (Non-Contributory)

Members of the Closed Plan were hired or receiving disability benefits prior to July 1, 2000 and became vested prior to leaving state employment.

At retirement, members of the Closed Plan may elect to remain in the Closed Plan or switch to the Year 2000 Plan. We have a handbook specifically for members of the Closed Plan as noted in the margin.

Year 2000 Plan (Non-Contributory)

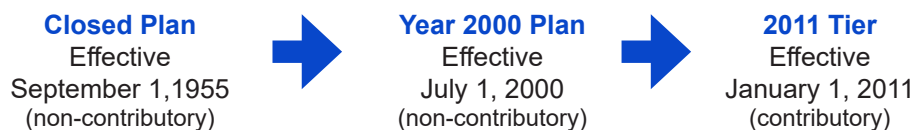
Members of the Year 2000 Plan include the following individuals:

- Hired for the first time on or after July 1, 2000, but prior to January 1, 2011
- Hired in the Closed Plan prior to July 1, 2000, left state employment before becoming vested, and then later returned to work in a benefit-eligible position

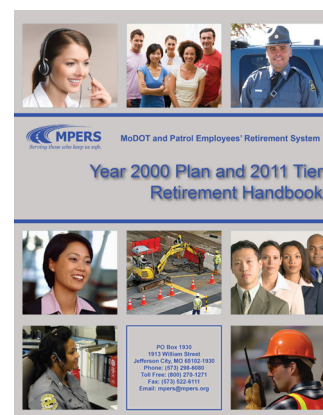
2011 Tier (Contributory)

Members of the 2011 Tier were hired for the first time on or after January 1, 2011.

Timeline of Different Benefit Plans



At retirement, Closed Plan members may elect to stay in the Closed Plan or switch to the Year 2000 Plan. See our *Comparison of Closed Plan & Year 2000 Plan* brochure for helpful information.



There is a separate handbook for members of the Year 2000 Plan and 2011 Tier.



Board Meeting Summary

Within a week of each board meeting, a summary of the meeting is posted online.

MPERS Board of Trustees

MPERS administers retirement and survivor benefits, disability benefits and death benefits for members of the system in accordance with chapter 104 of the Missouri Revised Statutes (RSMo). The retirement system operates as a 401(a) tax qualified defined benefit plan.

In accordance with state statutes, an 11-member board of trustees governs MPERS. The board consists of the following members:

- Three members of the Highways and Transportation Commission elected by the members of the Commission
- The director of the Missouri Department of Transportation (MoDOT)
- The superintendent of the Missouri State Highway Patrol (MSHP)
- One member of the Senate appointed by the President Pro Tem of the Senate
- One member of the House of Representatives appointed by the Speaker of the House
- One active member of the system elected by the active employee members of MoDOT to serve a four-year term
- One active member of the system elected by the active civilian and uniformed employee members of MSHP to serve a four-year term
- One retired member elected by all retired members of MoDOT to serve a four-year term
- One retired member elected by all retired civilian and uniformed members of MSHP to serve a four-year term

The board is responsible for all aspects of the retirement system's operations. The day-to-day management of MPERS is delegated to the executive director who is hired by the board. The executive director acts as an advisor to the board on all matters pertaining to the system and, with the approval of the board, contracts for professional services and employs the remaining staff needed to operate the system. The executive director's goals include

- ensuring all benefits are paid appropriately and in compliance with state and federal laws;
- updating you on legislative changes that affect your benefits;
- providing individualized counseling regarding your benefit options (i.e., different plan provisions, benefit estimates showing your benefit amounts, etc.);
- providing educational seminars relating to retirement matters; and
- ensuring staff members are providing sound advice to all members relating to the benefits that we administer.

Cost (104.060)

When the system was created in 1955, both the employee and the employer paid monthly contributions. Since August 13, 1976, the cost of your retirement plan has been funded solely by employer contributions and income on investments from those contributions.

The calculation of the contribution rate is based on a number of factors including the current level of benefits, the number of participants in the plan, current and future pay levels, the age and average life expectancy of members, expected earnings on investments, and the plan's unfunded liability. Each year, the MPERS Board of Trustees establishes a contribution rate for the next fiscal year. The contribution rate, which is set as a percentage of payroll, is calculated by the system's actuary. The contribution rate is designed to cover the system's benefit obligations and administrative costs for the coming fiscal year and into the future.

Closed Plan members do not have an individual "account" with MPERS. Your benefits are financed by contributions from your employer and investment earnings on those contributions.

MPERS – Your Retirement System

The Value of Your Benefit

What is the value of your retirement benefit? The example below is for illustrative purposes only to show how a monthly benefit could add up over a 30-year retirement period. The following assumptions were used for this example:

Age at retirement..... 51 years 6 months
Credited service..... 28 years 6 months
Final average pay\$3,000 per month
Benefit payment option electedunreduced joint & 50% survivor

Member was hired before August 28, 1997

Annual COLA rate (before COLA cap).....4%

Annual COLA rate (after COLA cap)..... 2% (80% of increase in the CPI-U)

$\$3,000 \times .016 \times 28.5 = \$1,368.00$ (base benefit amount)

$\$1,368.00$ base amount
+ 889.20 COLA cap
 $\$2,257.20$

$\$1,368.00 \times .65 = \889.20 (COLA cap)

Year Into Retirement	Monthly Benefit	x	12	=	Annual Benefit	Cumulative Benefit
1	\$1,368.00	x	12	=	\$16,416.00	\$16,416.00
2	1,422.72				17,072.64	33,488.64
3	1,479.63				17,755.56	51,244.20
4	1,538.82				18,465.84	69,710.04
5	1,600.38				19,204.56	88,914.60
6	1,664.40				19,972.80	108,887.40
7	1,730.98				20,771.76	129,659.16
8	1,800.22				21,602.64	151,261.80
9	1,872.23				22,466.76	173,728.56
10	1,947.12				23,365.44	197,094.00
11	2,025.01				24,300.12	221,394.12
12	2,106.01				25,272.12	246,666.24
13	2,190.25				26,283.00	272,949.24
14	2,257.20	65% COLA cap reached			27,086.40	300,035.64
15	2,302.35				27,628.20	327,663.84
16	2,348.40				28,180.80	355,844.64
17	2,395.37				28,744.44	384,589.08
18	2,443.28				29,319.36	413,908.44
19	2,492.15				29,905.80	443,814.24
20	2,542.00				30,504.00	474,318.24
21	2,592.84				31,114.08	505,432.32
22	2,644.70				31,736.40	537,168.72
23	2,697.60				32,371.20	569,539.92
24	2,751.56				33,018.72	602,558.64
25	2,806.60				33,679.20	636,237.84
26	2,862.74				34,352.88	670,590.72
27	2,920.00				35,040.00	705,630.72
28	2,978.40				35,740.80	741,371.52
29	3,037.97				36,455.64	777,827.16
30	\$3,098.73				\$37,184.76	\$815,011.92

How long do you plan to live after retirement?

Average Life Expectancy

According to data compiled by the Social Security Administration:

- A man reaching age 65 today can expect to live, on average, until age 84.3.
- A woman turning age 65 today can expect to live, on average, until age 86.6.

And those are just averages –

- about one out of every four 65-year-olds today will live past age 90 and
- one out of 10 will live past age 95.

Source: Social Security Website – 5/2015
<http://www.ssa.gov/planners/lifeexpectancy.html>

Membership and Service Credit

Growing Into Retirement

Closed Plan vested members who are no longer working for the state can grow into Rule of 80 retirement eligibility. Although service is no longer accruing, the member's age is increasing.

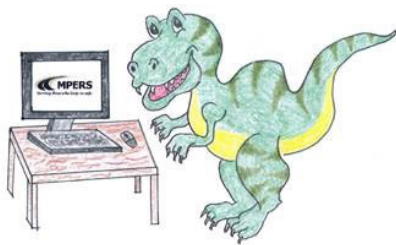
Example of growing into retirement: member stopped working at age 53 with 25 years of service.

$$53 + 25 = 78 \text{ (2 years short)}$$

The member will be eligible for retirement at age 55.

$$55 + 25 = 80 \text{ (Rule of 80)}$$

Generally speaking, your benefits are based on the laws in effect when you leave state employment.



The *Comparator* is an online tool available when you log in to your myMPERS Secure Member Access to help you compare possible long-term benefit payments in the Closed Plan versus the Year 2000 Plan.

Summary of Closed Plan Benefit Provisions

Benefit Provision	Closed Plan
Type of plan	<ul style="list-style-type: none"> Defined benefit (DB) plan Benefit based on a formula set by law Benefit payable for retiree's life
Employee contributions	<ul style="list-style-type: none"> No employee contributions Contributions paid by employer
Vesting service requirement	5 years
Normal retirement eligibility	<ul style="list-style-type: none"> Age 65 with 5 years of service Age 65 and active with 4 years of service Age 60 with 15 years of service "Rule of 80" – age 48 with age and service equaling 80 or more
Uniformed Patrol Normal retirement eligibility	<ul style="list-style-type: none"> Age 55 with 5 years of service "Rule of 80" – age 48 with age and service equaling 80 or more Mandatory retirement at age 60 (active only)
Early (reduced) retirement eligibility (Uniformed Patrol not eligible for early retirement)	<ul style="list-style-type: none"> Age 55 with 10 years of service Benefit reduced by .006 for each month younger than normal retirement age
Terminated-vested retirement eligibility (vested and no longer working for state)	<ul style="list-style-type: none"> Same for normal retirement above Same for early retirement above
Base benefit formula	Service x 1.6% x final average pay (FAP)
Temporary benefit	Not available in Closed Plan
Uniformed Patrol hired prior to January 1, 1995 Special benefit (retire directly from active status)	<ul style="list-style-type: none"> \$90 per month until age 65 Stops for any month while gainfully employed
Unused sick leave credit (Used in calculating amount of benefit only)	<ul style="list-style-type: none"> Earn one month of service for every 168 hours of unused sick leave Must be eligible for early or normal retirement when you leave state employment
Cost-of-living adjustment (COLA) <ul style="list-style-type: none"> Paid each October for life Annual COLA rate based on 80% of increase in the CPI-U with maximum of 5% 	<p><u>If hired before August 28, 1997 –</u></p> <ul style="list-style-type: none"> Minimum 4%, maximum 5% 65% COLA cap – 4% minimum stops when your accumulated COLAs equal 65% of your base benefit. (If electing BackDROP, COLAs earned during the BackDROP period count toward the 65% COLA cap.) After reaching 65% COLA cap, annual COLA based on 80% of increase in CPI-U <p><u>If hired on or after August 28, 1997–</u></p> <ul style="list-style-type: none"> No minimum, 5% maximum Based on 80% of increase in CPI-U
Benefit payment options <ul style="list-style-type: none"> Elected at retirement Determines if anyone will receive a survivor benefit after your death 	<ul style="list-style-type: none"> Life income annuity Unreduced joint & 50% survivor Joint & 100% survivor Life income with 60 guaranteed payments Life income with 120 guaranteed payments

Membership and Service Credit

Membership Requirements

You are a member of the Closed Plan if you were an active employee of MoDOT or MSHP (includes disability recipients and employees on a leave of absence) working in a benefit-eligible position before July 1, 2000. At the time you were hired, your employer determined if your position was benefit-eligible. If you left state employment prior to becoming vested but have since returned to work in a benefit-eligible position, you are a member of the Year 2000 Plan, which is not covered in this handbook.

Creditable Service (104.010.1(16))

Creditable service refers primarily to the length of time you have worked in a benefit-eligible position (a position normally requiring you to work at least 1,040 hours per year). If you are employed in a benefit-eligible position with MoDOT or MSHP, you will earn one day of creditable service for each day worked, regardless of whether you work for more than one state agency in a day. By law, you may not earn more than one day of service for each day worked.

Your total creditable service (active and prior) is one of the factors used to calculate the amount of your retirement benefit. The more creditable service you have, the higher your monthly benefit amount. Therefore, you may want to investigate the possibilities of obtaining credit for any prior service.

To be vested means you have acquired the minimum amount of service required to receive an annuity payable at a future date. Generally speaking, to qualify for a retirement benefit from MPERS, you must have at least five years of vesting service. Active uniformed patrol who are subject to mandatory retirement are not required to meet the five-year vesting requirement.

If you leave state employment prior to becoming vested, you forfeit all accrued rights in the system, including creditable service held at the time of termination. If you return to state employment after a break in service, your forfeited creditable service will be restored after one continuous year of membership in the system.

Acquiring Service Credit

Your retirement benefit is based on a formula that takes into consideration the amount of service credit you have accumulated towards retirement. The more service you have and the higher your salary, the higher your monthly benefit amount.

As previously mentioned, members of MPERS earn one day of service credit for each day of work in a benefit-eligible position. That is the most common way of accumulating service credit. However, there are provisions that allow you to combine certain types of prior governmental service credit with your MPERS service. Combining your service may increase the amount of your retirement benefit and might make you eligible to retire at an earlier date.

- You may have active/inactive duty military service.
- You may have worked for some other public entity in the state of Missouri such as a local school district, city, county or the University of Missouri.
- You may have previous non-benefit eligible state service that was forfeited or that has not yet been credited.
- You may have service from another state agency that was creditable under the Missouri State Employees' Retirement System (MOSERS) that is eligible for transfer.

Benefit-Eligible Position

To be eligible to participate in MPERS, you must be employed by MoDOT or MSHP in a benefit-eligible position, which normally requires you to work at least 1,040 hours per year. Your employer determines if the position is benefit-eligible.

In a defined benefit plan, retirement system members who vest and meet certain age and service requirements are guaranteed a retirement benefit based on a formula set by law.

If you have prior service credit that might be eligible for purchase or transfer, contact an MPERS benefit specialist.

All service credit must be transferred or purchased prior to applying for retirement (step 1 of the 2-step retirement process).



Tax-Free Rollovers fact sheet contains information regarding eligible rollover distributions that can be used to purchase prior public service.

Membership and Service Credit

The next several sections of this handbook explain the different types of service and how you can find out whether or not you can receive credit in MPERS for your prior service. Generally speaking, you cannot receive credit for the same period of service under different retirement systems, nor receive credit for any period of service for which you already have credit in MPERS. It is your responsibility to pursue any previous employment that may be eligible for purchase or transfer. Service will not be credited if it cannot be verified.

When to Apply

You must complete the purchase or transfer of service prior to applying for retirement (step 1 of the 2-step retirement process). It is your responsibility to complete and submit the appropriate form or contact a benefit specialist if you wish to receive credit for prior service.

- Because completing a service purchase often takes several months to finalize, this transfer of service should be initiated long before you apply for retirement. Generally, you have up to two years to pay for purchased service.
- Waiting to purchase the service will increase the cost of the service purchase. Some purchases have an interest component in the calculation. Some purchases are based on the present value of your retirement benefit, which increases as you get closer to retirement.

How to Pay for Purchases

Along with the cost estimate, you will receive an election form. If you decide to purchase your prior service credit, complete the election form and return it to MPERS. Prior service credit may be purchased using one or more of the following payment methods.

- **Lump sum payment** – You may make a single cash/check payment to MPERS to cover the cost of acquiring the prior service credit.
- **Monthly payments/payroll deductions** – You may elect to make monthly payments directly to MPERS or have the payments deducted from your payroll check. If you elect this payment method, interest will be added to the purchase cost.
- **Rollover from eligible employer plan or traditional IRA** – You may use the funds from an eligible employer plan (including your Missouri Deferred Compensation Plan) or traditional IRA to purchase prior service credit.
- **Combination of lump sum and monthly payments** – If you make a partial lump sum payment up front, we will recalculate the amount of your monthly payment based on the remaining balance. Interest will be added to the monthly payments.

Service Purchase/Transfer Provisions

There are multiple provisions that allow members to acquire prior service credit. However, these provisions are very specific. The following chart is a summary of the provisions available (other stipulations may apply). More information regarding the provisions are contained in the *Membership and Service Credit* section of this handbook. Unless otherwise noted, the prior service must be Missouri governmental service. All service credit must be transferred or purchased prior to applying for retirement (step 1 of 2-step retirement process).

Membership and Service Credit

Service Transfer Provisions – No Cost to You

Statute	Description of Service	Notes
104.602	Service transfers between MPERS and MOSERS	<ul style="list-style-type: none"> Day-for-day transfer
104.272	Non-benefit eligible MoDOT or MSHP service	<ul style="list-style-type: none"> Cannot be used for eligibility Can be used to calculate benefit amount
104.040.3	Non-benefit eligible with other state agency	<ul style="list-style-type: none"> MOSERS will not accept this service Can be used for eligibility
105.691.3	Non-federal public employment (Agreements with: LAGERS, PSRS/PEERS, KCERS, St. Louis City ERS, University of Missouri)	<ul style="list-style-type: none"> Vested in both retirement plans Must be agreement between both plans Amount of service based on actuarial cost, not day-for-day transfer
104.800	One-time transfer between MPERS, MOSERS, Elected Official, Legislator, Judge, ALJLAP, PACARS	<ul style="list-style-type: none"> Transfer up to eight years

If you are purchasing prior service credit and decide to leave state employment, contact a MPERS benefit specialist to see how it might affect the purchase of service. Some provisions require you to be an active employee during the purchase.

Automatic Service Credit Provisions – No Cost to You

104.040.2	Service prior to creation of MPERS	<ul style="list-style-type: none"> Must work one continuous year to restore service
104.030.2	Military leave of absence	<ul style="list-style-type: none"> Proper documentation showing dates of service and honorable discharge Return to state agency as specified in USERRA guidelines

Service Purchase Provisions – You Pay MPERS for the Service Credit

105.691.7	Non-federal Missouri public employment	<ul style="list-style-type: none"> Vested in MPERS/not vested in other plan or service not covered by another plan Amount of service based on actuarial cost – not day-for-day
104.040.6	Prior non-federal, full-time, public employment in Missouri (earned prior to becoming member)	<ul style="list-style-type: none"> Must be active employee Not vested in other system Must purchase all available up to four years
104.040.4	Prior military service	<ul style="list-style-type: none"> Can be active or term-vested employee Active duty – honorable discharge Must purchase all available up to four years
104.040.5	Certified police officer service (for uniformed patrol only)	<ul style="list-style-type: none"> Service earned prior to becoming MPERS member Must purchase all available up to four years Police service not limited to Missouri

You cannot receive credit for the same period of public employment under two retirement systems. If you obtain credit in MPERS for prior public employment, you must forfeit all rights to benefits under the other retirement system.

Creditable Prior Service With MOSERS (104.602)

In addition to the creditable service you earn in MPERS in your present position, there are provisions that allow you to transfer any creditable service you may have with the Missouri State Employees' Retirement System (MOSERS) to MPERS at no cost to you.

This transfer also works in the other direction. In other words, if you should become a member of MOSERS at a later date, you could transfer your MPERS service to MOSERS. This type of service can be used to satisfy the vesting requirement (currently five years) and to determine your eligibility for retirement.

If you are considering transferring service to MOSERS, you should contact MOSERS to initiate the transfer.

Membership and Service Credit

Some types of service may be acquired at no cost to you; however, other types of service must be purchased.

How to Apply

When you complete your employment paperwork, you will be asked to provide the name(s) of the state agency(ies) for which you previously worked. Upon receipt of the information, we will contact MOSERS to verify your service. You will receive a confirmation letter from MPERS when the service has been transferred.

If you have service in both MPERS and MOSERS and should die before consolidating (transferring) your service, your eligible survivor may elect to transfer service to the system that provides the highest possible benefit. If there is no advantage in either system, the service shall be transferred to, and the benefit paid by, the last system in which you accrued service. The survivor benefit will be calculated on the combined service.

Credit for Non-Benefit Eligible Service With MoDOT or MSHP (104.272)

Certain types of employment with MoDOT or MSHP, e.g., summer employment, emergency snow removal, part-time, temporary, etc., may not have been recognized as creditable service for retirement purposes. However, if you retire from active employment with MoDOT or MSHP, you are eligible to receive credit for such service if the service can be verified. If verified, this type of service credit will be an “add-on” to your creditable service at the time of retirement; it cannot be used in determining your eligibility for retirement or to satisfy the vesting requirement.

Non-Benefit Eligible Service With Other State Agencies (104.040.3)

After one continuous year of membership in MPERS, you may qualify to receive credit for service with any state department (other than MoDOT or MSHP) if such service has not otherwise been credited. This type of service can be used to satisfy the vesting requirement (currently five years) and to determine your eligibility for retirement with MPERS. (This service cannot be transferred to MOSERS, if requested.)

How to Apply

If you are interested in pursuing credit for this non-benefit eligible service, your former employer must provide the following information on letterhead:

- Employee name, social security number, starting and ending dates of employment
- Type of position, i.e., full-time, full-time temporary, part-time, temporary, seasonal, or emergency
- If not full-time employment, we must receive the total hours worked during the above dates of employment

Prior Public Employment in Missouri for Active and Terminated Vested Employees (105.691)

Once vested, you may be eligible to acquire service credit for any full-time, non-federal public sector employment within the state of Missouri. “Public employment” refers to employment with a city, county, or public school. Federal employment and out-of-state employment are not eligible.

Transfer of Service (105.691.3)

If you are vested in MPERS and vested in the other retirement system, you may be eligible to transfer the prior service to MPERS. The amount of service that will transfer is based on the actuarial cost of that service. In other words, it will not be a day-for-day transfer.

Membership and Service Credit

This service provision requires an agreement between MPERS and the other retirement system. If you have service under one of the following retirement systems, you may be eligible to transfer vested service to MPERS:

- Local Government Employees' Retirement System (LAGERS)
- Public School Retirement System (PSRS)
- Public Education Employees Retirement System (PEERS)
- Kansas City Employees Retirement System
- Employees Retirement System of St. Louis City
- University of Missouri Retirement, Disability & Death Benefit Plan (MU)

Purchase of Service (105.691.5)

If you are vested in MPERS and not vested in the other retirement system (or not covered by another plan), you may be eligible to purchase the prior service credit.

Before you decide to purchase this type of service, you should contact a financial advisor to determine how the purchase will affect your overall financial plan. Any purchase/transfer of service must be completed prior to applying for retirement. If payment in full is not made within the prescribed time period (generally two years), any partial payments you make because of the election will be refunded, and no creditable service will be allowable in the receiving plan as a result of the partial payments. (105.691.6)

How to Apply

If you are interested in purchasing full-time, non-federal public employment service, you must provide information regarding the employer and the period of service you wish to purchase. This information is to be provided on a *Verification for Transfer/Purchase Credit* form that is available on MPERS' website (www.mpers.org) or from your district/division/troop. The member must then take the *Verification for Transfer/Purchase Credit* form to the former employer or former retirement system for verification. The former employer or system will then return the form to MPERS for a calculation of the cost to purchase.

Prior Public Employment Service for Active Employees (104.040.6)

Active members may acquire service credit for any full-time non-federal public sector employment that was earned in the state of Missouri prior to becoming a member of MPERS. The member must not be eligible to receive credit or benefits from any other public plan for the service to be purchased. Public employment refers to employment with a city, county, public school, or the University of Missouri. Federal employment and out-of-state employment are not eligible.

To be eligible to purchase this service credit you must be an active member. You must purchase all months of eligible service (up to four years), and the purchase must be completed prior to applying for retirement or prior to leaving state employment.

Payment for purchase of public employment service will be based on the member's annual salary rate when initially employed as a member in a benefit-eligible position and the contribution percentage being paid by the state on the member's date of employment in a benefit-eligible position, with simple interest from date of employment in a benefit-eligible position to the date of election to purchase service. Any period of service being purchased cannot coincide with existing MPERS-covered service. Purchased public service can be used in determining your eligibility for retirement.

Before you decide to purchase this type of service, you should contact a financial advisor to determine how the purchase will affect your overall financial plan. Any purchase/transfer of service must be completed prior to applying for retirement (step 1 of 2-step retirement process) or leaving state employment.

Submission of the purchase/transfer form does not obligate you to purchase prior service credit. It simply allows us to collect the information necessary to give you a cost estimate.

The types of service discussed are granted only when specific conditions have been met. You cannot receive credit for the same period of service under two retirement systems. If you obtain credit in MPERS for prior service, you must forfeit all rights to benefits under the other retirement system.

It is your responsibility to contact your district/division/troop or a benefit specialist to learn how you may receive this credit.

Membership and Service Credit

How to Apply

If you are interested in purchasing prior public employment service as described above, provide MPERS with information regarding the employer and the period of service you wish to purchase. This information is to be provided on a *Verification for Transfer/Purchase Credit* form that is available on MPERS' website (www.mpers.org) or from your district/division/troop. The member must then take the form to the former employer or retirement system for verification. The former employer or system will then return the form to MPERS for a calculation of the cost to purchase.

Certified Police Officer Service Credit (Uniformed Patrol Members Only) (104.040.5)

Any uniformed member of MSHP who served as a certified police officer prior to becoming a member may elect, prior to applying for retirement, to purchase all of his or her creditable prior service (not to exceed four years) equivalent to such service in the police force. A member may not be receiving nor be eligible to receive credits or benefits from any other public or private retirement plan for the service to be purchased.

Payment for purchase of police service will be based on the member's annual salary rate when initially employed as a member in a benefit-eligible position and the contribution percentage being paid by the state on the member's date of employment in a benefit-eligible position, with simple interest from date of employment in a benefit-eligible position to the date of election to purchase police service. Any period(s) of police service being purchased cannot coincide with existing MPERS-covered service. Purchase of police service can be used in determining your eligibility for retirement.

Before you decide to purchase this type of service, you should contact a financial advisor to determine how the purchase will affect your overall financial plan. Any purchase/transfer of service must be completed prior to applying for retirement.

How to Apply

If you are interested in applying for prior police service credit your former employer must provide MPERS with an affidavit with the following information, on your former employer's letterhead:

- Employee name
- Beginning and ending dates of employment (mm/dd/yy)
- Must state that you were a commissioned officer
- Statement that you are not receiving and not eligible to receive credits or benefit from any other public or private retirement plan for the service to be purchased
- Verified by appropriate agency employee
- A statement of whether or not your service was covered by social Security

Military Service Credit (104.010.1(30), 104.030.2, 104.040.4)

Members who served and were honorably discharged from one of the following branches of the U.S. Armed Forces may receive up to four years of creditable service for their service in the military. This includes active service, and/or active/inactive duty training from which you were honorably discharged. Military service includes the following service:

- U.S. Army, Air Force, Navy, Marine Corps, or Coast Guard
- Members of the United States Public Health Service or any women's auxiliary thereof
- Army and Air National Guard when engaged in active duty for training
- Inactive duty training or full-time National Guard duty
- Service by any other category of persons designated by the President in time of war or emergency

Service will not be credited if it cannot be verified.

Membership and Service Credit

Credit for Military Leave of Absence (104.030.2)

If you have been granted unpaid military leave, under the Uniformed Service Employment and Reemployment Rights Act of 1994 (USERRA), you may qualify for credit of military service at no cost. The leave will be considered creditable service in MPERS if you meet all of the following requirements of USERRA:

- were a state employee immediately prior to entry into the armed forces;
- served during a period of active armed warfare;
- returned to employment with the state in accordance with USERRA guidelines after termination of such service by an honorable discharge or release to inactive status; and
- have provided a copy of your military DD214 or NGB 23 honorable discharge form or other pertinent documentation.

Prior Military Service Credit Purchase (104.040.4)

Active and terminated-vested members may purchase up to four years of active-duty military service credit, in which they were honorably discharged, that was performed prior to becoming a member of MPERS. You must purchase all the months of eligible service (up to four years) and the purchase must be completed prior to applying for retirement.

Payment for purchase of military service will be based on the member's annual salary rate when initially employed as a member in a benefit-eligible position and the contribution percentage being paid by the state on the member's date of employment in a benefit-eligible position, with simple interest from date of employment in a benefit-eligible position to the date of election to purchase military service. Any period(s) of military service being purchased cannot coincide with existing MPERS-covered service. Purchase of military service can be used in determining your eligibility for retirement.

MPERS requires that you submit a copy of your military DD214, NGB Form 23 or Army National Guard Current Annual Statement, which verifies the following:

- Service was in an eligible branch of the U.S. Armed Forces or reserve component
- Dates of active duty service
- Honorable discharge status

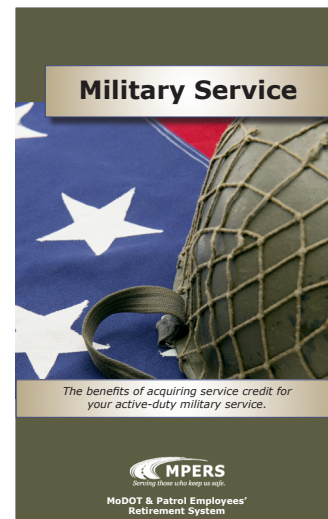
If you do not have a copy of your DD214, NGB Form 23, or Army National Guard Current Annual Statement, you may obtain one by contacting

National Personnel Records Center
Military Personnel Records
1 Archives Dr.
St. Louis, MO 63138
Phone: (314) 801-0800
Toll Free: (866) 272-6272
www.archives.gov

If you lived in Missouri when you were discharged from the service, you may obtain a copy of your discharge form by calling

Missouri National Guard
(573) 638-9890 or (573) 638-9683

Before you decide to purchase service, you should contact a financial advisor to determine how the purchase will affect your overall financial plan. Any purchase/transfer of service must be completed prior to applying for retirement.



Membership and Service Credit

How to Apply

If you are interested in purchasing military service, you must provide the retirement system with a copy of your military *DD214*, *NGB Form 23* or *Army National Guard Current Annual Statement* before a cost estimate will be provided. Once the above is received a cost estimate will be made and documentation provided regarding options for payment. If you have any questions regarding the purchase of your military service, please contact a benefit specialist at (800) 270-1271.

Unused Sick Leave Credit (104.601)

If you work continuously until reaching early or normal retirement eligibility, you will receive creditable service for your unused accumulated sick leave upon your application for retirement. Currently, one month of credit is granted for every 168 hours of unused sick leave. This service will be used in calculating the amount of your benefit. It cannot be used to determine your eligibility for retirement.

Leaves of Absence

There are various leaves of absence offered by MoDOT and MSHP; however, it is important to remember that an approved leave of absence does not guarantee you will receive creditable service for that period of time on leave. Not all leaves of absence qualify for creditable service.

Creditable Leaves of Absence

If your agency approves the following leaves of absence, you will continue to accrue creditable service:

- Sickness or injury leave with or without pay (including extended leave due to illness) – up to one year of creditable service can be accrued for retirement.
- Workers' compensation – creditable service can be accrued until reaching maximum medical improvement, returning to work, or terminating employment.
- Family Medical Leave Act of 1993 (FMLA) – you can accrue up to 12 weeks of service credit in a 12-month period.
- Military leave – you can accrue creditable service for active duty when you return to work and submit a valid *DD214*.
- Other leaves without pay (for 10 working days or less) – you can accrue creditable service for personal hardship, disciplinary suspension or other extraordinary reasons.

Non-Creditable Leaves of Absence

The following leaves of absence will not accrue toward your creditable service:

- Layoff
- Educational leave
- Special leave without pay not covered above
- Unauthorized leave
- Other leaves without pay (for 11 working days or more) – (i.e., personal hardship, disciplinary suspension or other extraordinary reasons)

If you have questions concerning your eligibility for a leave of absence, please contact your district/division/troop representative.

Leaving State Employment

If You Are Not Vested (104.050 & 104.1015.6)

If you terminate employment with MoDOT or MSHP and have less than five years of creditable service, you will forfeit your accrued service credit and all rights to benefits in MPERS' Closed Plan. If you return to work in a benefit-eligible position, your forfeited creditable service in the Closed Plan will be restored after one continuous year of membership in the system and combined with your new membership service in the Year 2000 Plan. Future benefits, if eligible, will be in the Year 2000 Plan and will be computed on your total creditable service, final average pay, and laws in effect at the time of your subsequent termination or retirement.

If You Are Vested (104.035)

If you are vested and leave state employment prior to retirement, a letter will be sent to you regarding your vested status and the potential for future benefits. Vesting requirements have changed over the years. Termination dates and corresponding vesting service changes are as follows:

On or After	Prior to	Vesting Requirement
8/28/1955	8/13/1976	20 years
8/13/1976	6/1/1981	15 years (10 years if at least 35 years old at termination)
6/1/1981	9/28/1992	10 years
9/28/1992	Present	5 years

If you were vested prior to July 1, 2000, you are a member of the Closed Plan. If you return to work in a benefit-eligible position, your prior creditable service in the Closed Plan will be combined with your new membership service and you will continue to be covered under the Closed Plan. During the 2-step retirement process, you will have the choice of retiring under the Closed Plan or electing the Year 2000 Plan.

Approximately 120 days prior to your eligibility to begin receiving full retirement benefits, MPERS will mail you a *Notice of Retirement*. The *Notice of Retirement* is step 1 of the 2-step retirement process. After MPERS receives your *Notice of Retirement*, we will send you a personalized *Retirement Election Form* (step 2).

As a vested member, you can elect early (reduced) retirement once you meet the age and service requirement (uniformed patrol members are not eligible for early retirement). We will send you a notification letter prior to your eligibility for early retirement. If you choose to take your benefit early, it will be your responsibility to contact the retirement system office approximately 120 days before the date you wish to retire.

As a vested member, it is important to keep MPERS informed of your current address as well as any beneficiary changes. This information is of utmost importance in advising you of legislative changes, contacting you to secure necessary documents when you are approaching retirement age, and contacting your eligible survivors should survivor benefits become due.

If you are vested and leave state employment, please contact MPERS if your address or beneficiaries change.

If you are purchasing prior service credit and decide to leave state employment, contact an MPERS benefit specialist to see how it might affect the purchase of service. Some provisions require you to be an active employee during the purchase.

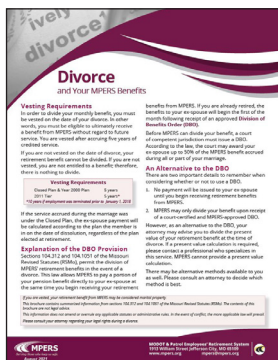
In general, the retirement laws in effect on the date you leave state employment determine both your eligibility for a benefit and the provisions used to calculate your benefit.



The *Leaving State Employment* brochure describes how leaving state employment prior to retirement could affect your retirement benefit.

Upon your death, or the death of your former spouse, the DBO will automatically terminate. If your former spouse dies while receiving a portion of your benefit, please contact our office.

If your former spouse dies while receiving a portion of your benefit, please contact our office.



This brochure provides general information explaining how divorce might affect your MPERS retirement benefit.

Divorce and Your Retirement Benefit (104.312)

Your retirement benefit from MPERS may be marital property. If you were married at any time while an active member of MPERS and are considering a divorce, your spouse may be legally entitled to receive a portion of your retirement benefit; however, in order to divide your benefit, you must be eligible to ultimately receive a benefit without regard to future service (be vested) on the date of your divorce. The benefit will be paid based on the plan in place at the time of dissolution.

Section 104.312 of the Missouri Revised Statutes (RSMo), authorizes the division of MPERS retirement benefits in the event of a divorce. This statute allows MPERS to pay a portion of your pension benefit directly to your former spouse at the time you begin receiving payments from MPERS. Before MPERS can divide your benefit, a court of competent jurisdiction must issue a Division of Benefits Order (DBO). By law, the court can award your former spouse up to 50 percent of the benefit accrued during your marriage. Any benefit for service accrued before the marriage and after the date of dissolution cannot be divided. No payment will be issued to your former spouse until you begin receiving retirement benefits from MPERS.

Division of Benefits Order (DBO)

To assist you in obtaining an acceptable DBO, we recommend you follow these steps:

1. Discuss divorce proceedings with your attorney.
2. Obtain a DBO packet and benefit estimate from MPERS. This may be obtained by submitting a *Request for Division of Benefits Order Estimate* form (found online at www.mpers.org).
3. Have your attorney prepare a DBO according to the sample DBO provided in the packet. A DBO that does not meet the statutory requirements will not be accepted.
4. Have the DBO signed by the appropriate parties, including the judge.
5. Obtain a certified copy of the DBO from the Circuit Clerk. Submit the certified copy to MPERS for processing. MPERS will not process a DBO until an acceptable certified copy is received at MPERS' office.

There are three important details to remember when considering whether or not to use a DBO:

1. No payment will be issued to your former spouse until you begin receiving benefits from MPERS.
2. The only way in which MPERS is legally authorized to divide your benefit is by using a DBO.
3. Payments to a former spouse end upon the death of either party.

MPERS is exempt from Qualified Domestic Relations Orders (QDROs) as provided by the 1984 Retirement Equity Act. For the most part, the 1974 Employee Retirement Income Security Act (ERISA), which was amended to provide for QDROs, only relates to private sector pension plans. Government pension plans, like MPERS, are exempt from this provision of federal law.

Obtaining Benefit Information

Generally, the DBO estimate will show the amount of creditable service, the benefit formula, and the accrued monthly retirement benefit attributable to the period of marriage. Divorce benefit information may be obtained by submitting a *Request for Division of Benefits Order Estimate* form. The member will be provided a copy of any information that is released.

Life Events And Your MPERS Benefit

Example: Calculating the Former Spouse Payment

Assumptions

- Began working for the state 9/1/85
- Date of marriage was 10/17/89
- Date of dissolution is 11/30/98
- Final average pay on date of dissolution is \$2,000 (based on highest 36 months of salary)
- Former spouse awarded 50% of your benefit in the DBO

Service Accrued During Marriage

1998 - 11 - 30 (date of dissolution – November 30, 1998)
(minus) 1989 - 10 - 17 (date of marriage – October 17, 1989)
9 - 1 - 14 (9 years 1 month 14 days)

Benefit Calculation

Final Average Pay		Multiplier (1.6%)		Years/Months of Service		Benefit Eligible for Division
\$2,000.00	x	0.016	x	9.0833	=	\$ 290.67

Benefit Eligible For Division		Percentage Specified in DBO (50%)		Former Spouse Payment
\$290.67	x	0.50	=	\$ 145.34

Divorce Before Retirement

In accordance with the DBO, former spouse payments will commence when you begin receiving benefits from MPERS. Upon your death or the death of your former spouse, the payments made in accordance with the DBO will automatically terminate.

Divorce After Retirement

Payments to the former spouse will begin the first of the month following receipt of an acceptable DBO. MPERS will only divide retirement benefit payments paid after receipt of the certified DBO. Upon the death of either party, the payments made in accordance with the DBO will automatically terminate. If your former spouse dies before you, your benefit will increase by the amount otherwise payable to the former spouse on the first of the month following the month in which your former spouse dies. For members who retire after August 28, 2007, the benefit used to calculate the former spouse payment will be adjusted proportionately in accordance with the percentage chosen at the time of retirement to provide a survivor benefit.

Multiple Divorces

If you should marry and divorce more than once, the court can enter more than one DBO. Each order can only divide the benefit accrued during that marriage.

If you have any additional questions regarding divorce and the division of your benefits, contact a benefit specialist.

Cost-of-Living Adjustments (COLAs)

Former spouses receiving a benefit resulting from a DBO dated on or after September 1, 2001, will receive COLAs in accordance with the applicable plan. However, former spouses receiving a benefit resulting from a DBO dated prior to September 1, 2001, are eligible to receive COLAs as directed in the DBO.

If you divorce prior to retirement and if the service accrued during the marriage was under the Closed Plan, the former spouse payment will be calculated according to the Closed Plan provisions, regardless of the plan elected at retirement.

Important

If the member elects early retirement, payments to the member and the former spouse will be adjusted proportionately in accordance with the applicable retirement plan.

For any month in which the member's benefit payment is suspended or waived, the former spouse will not receive a benefit payment.

Who Will Receive the Survivor Benefits When You Die?

If you elect a joint & survivor option at retirement and later divorce, the spouse designated at retirement will receive the survivor benefits when you die, regardless of your marital status, unless a revised divorce decree (agreed to by both parties) and a Survivor Option Reversion form are submitted to MPERS for approval. (Section 104.090.7, RSMo.).

Workplace Possibilities Program

MPERS has partnered with our disability insurer, Standard Insurance Company, to provide assistance to members who have a medical condition that could lead to a disability. This service is called the Workplace Possibilities Program. The key objectives of the program are to

- remove barriers to employees' comfort, safety and ability to perform their jobs effectively;
- assess workstations and implement accommodations to ensure employees can perform their jobs productively and safely; and
- promote open communication to ensure a focus on work ability among all parties, including the employee, supervisor, human resources, medical providers, and others.

For more information, visit

<http://www.mpers.org/members/disability-benefits/workplace-possibilities/>

or contact an MPERS benefit specialist.

Disability Benefits

Disability insurance is for active members only. It is intended to replace a percentage of your income that is lost as a result of being disabled. You will continue to accrue service and salary credit (for purposes of calculating your retirement benefit) while receiving disability benefits. There are two types of disability benefit plans – long-term disability and work-related disability.

Long-Term Disability (LTD)

Benefit amount equals 60 percent of your pre-disability earnings, reduced by deductible income*.

Work-Related Disability (WRD)

Benefit amount equals the lesser of

- 70 percent of your monthly pre-disability earnings (not offset by deductible income*) or
- 90 percent of your monthly pre-disability earnings (offset by deductible income*).

When Disability Benefits End

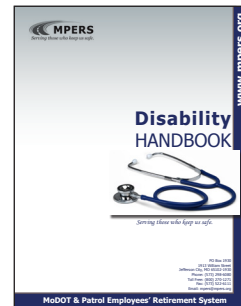
LTD and WRD benefits end on whichever of these dates occurs first:

- The date you no longer meet the definition of disability
- The date you fail to provide proof of continued disability upon request
- For LTD, the date you begin receiving early retirement benefits or the date you first become eligible for normal retirement benefits
- For WRD, the date you begin receiving retirement benefits or age 65
- The date you return to active work
- The date you die

***Deductible Income**

Deductible income is other sources of income you may be eligible to receive as a result of your disability. The following income will reduce your disability benefits:

- Work earnings
- Social security disability benefits
- Workers' compensation payments
- Unemployment benefits
- Benefits from another group disability plan



Life Events And Your MPERS Benefit

Survivor Benefits

Death Before Retirement (Non-Duty Related) (104.140.1)

If you have five or more years of creditable service and die before retirement, the spouse to whom you are married on the date of your death is eligible to receive survivor benefits. The monthly benefit for the surviving spouse will be based on the monthly base benefit you have accrued as of your date of death and calculated according to the joint & 100% survivor option. Benefits continue throughout the lifetime of the spouse and an annual COLA is provided.

If there is no eligible surviving spouse, or the spouse is deceased, a total of 80 percent of your monthly base benefit in equal shares will be paid to your eligible surviving children under age 21 (unless the child is totally incapacitated). If a child is under 18 years of age, benefits will be payable to the surviving parent as natural guardian (if such parent has custody or assumes custody of the child) or to the legal conservator of such child, until attaining age 18; thereafter, the benefit is paid to the child until age 21. An annual COLA is provided to eligible surviving children. If there is no eligible spouse or children, no benefits are payable.

Death Before Retirement (Duty-Related) (104.140.3)

If you die while actively employed and your death is determined to be duty-related by the board of trustees, the spouse to whom you are married on the date of your death, or your eligible surviving children under age 21 (divided equally to eligible children), will receive a minimum survivor benefit equal to 50 percent of your final average pay. In the event of a duty-related death, there is no minimum service requirement. If there is no eligible spouse or children, no benefits are payable.

Death After Retirement (104.090.3)

At retirement, you must elect a benefit payment option on your *Retirement Election Form*. This election determines whether or not a benefit will be paid to anyone after your death. The payment option you select cannot be changed after your effective date of retirement, except under certain circumstances. Your spouse/beneficiary must apply for survivor benefits which will start the first of the month following the date of your death.

The survivor benefit will be payable for the remainder of your spouse's life (even if the spouse remarries) and an annual COLA will be provided.

Survivor benefits begin the first day of the month following the member's date of death; however, they are not automatic. Each eligible beneficiary must submit a *Survivor Application* with the required documentation.

The payment for each month's retirement benefit is the last working day of the month.

You may only retire on the first day of any month.

If you are working as a uniformed member of the Highway Patrol on your last working day, then your retirement calculation will be based on the rules associated with uniformed service.

Portion of a Year Calculations

1/12	=	0.0833
2/12	=	0.1667
3/12	=	0.2500
4/12	=	0.3333
5/12	=	0.4167
6/12	=	0.5000
7/12	=	0.5833
8/12	=	0.6667
9/12	=	0.7500
10/12	=	0.8333
11/12	=	0.9167
12/12	=	1.0000

Normal (Full) Retirement

Your eligibility for retirement depends on your age and the amount of creditable service you have earned. The retirement laws in effect on the date you leave state employment determine both your eligibility for a benefit and the provisions used to calculate your benefit.

Eligibility Requirements (104.100 & 104.271)

You qualify for normal (full) retirement benefits when you meet one of the following age and service requirements:

MoDOT & Civilian Patrol Employees

- Age 65 with 5 or more years of creditable service
- Age 60 with 15 or more years of creditable service
- "Rule of 80" – at least age 48 with the sum of your age and service equaling 80 or more (active or terminated & vested)

Uniformed Patrol Employees

- Age 55 with 5 or more years of creditable service
- "Rule of 80" – at least age 48 with the sum of your age and service equaling 80 or more
- Mandatory retirement at age 60 (104.081)

Base Benefit Formula (104.090.1)

Your base benefit when you retire is calculated using a formula that is set by law and takes into account the following factors:

- **Final average pay** – the average of your highest 36 consecutive months of pay, including paid overtime (excluding any nonrecurring lump sum payments)
- **Multiplier** – a percentage factor set by the legislature for use in calculating your benefit (currently 1.6 percent)
- **Creditable service** – years and months (twelfths of a year) of service credit you have accumulated including credit for unused sick leave (if applicable)

Example: Computing Creditable Service

The following example illustrates how to compute an employee's total years of creditable service.

Assumptions

- accrued 24 years and 10 months of creditable service while working for the state,
- a balance of 560 hours of unused sick leave at retirement, and
- one month of summer employment while working in a non-benefit eligible position.

Years and months of creditable service	24 years 10 months
Credit for unused sick leave (560 hours ÷ 168)	+ 3 months
Other "add-on" service credit (summer/emergency employment, etc.)	+ 1 month
Total creditable service for calculating annuity	25 years 2 months (or 25.1667 years)

Example: Base Benefit Computation (Applying the Formula)

For an employee with 25 years and 2 months of total creditable service (as shown in the preceding example), and assuming the final average pay is \$2,500, the formula to calculate the monthly base benefit is shown below. The formula takes into account the three factors previously mentioned.

Final Average Pay	Multiplier (1.6%)	Years & Months of Creditable Service	Monthly Base Benefit
\$2,500.00	x 0.016	x 25.1667	= \$1,006.67

Example: Uniformed Patrol Computation

If you are a member of the uniformed patrol, your base benefit is calculated by applying the above formula, then multiplying the product by 1.333333.

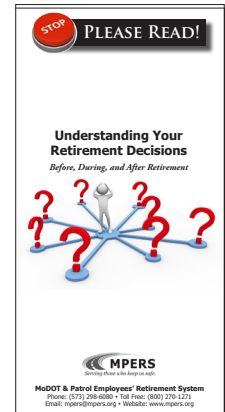
Monthly Base Benefit	1/3 Increase	Monthly Base Benefit
\$1,006.67	x 1.333333	= \$1,342.23

Uniformed Patrol Special Benefit (104.090.2)

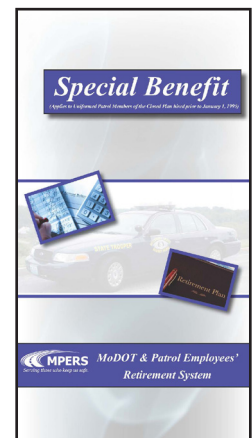
Uniformed patrol members hired prior to January 1, 1995 may be eligible to receive an additional benefit of \$90 per month plus cost-of-living adjustments (COLAs) until attaining age 65. This special benefit amount will be reduced monthly by any amount earned from gainful employment. To receive this benefit, you must retire from active status; vested members who have terminated are not eligible for this benefit. It will be the member's responsibility to notify the retirement system if gainfully employed. Each year, MPERS will send you a verification letter regarding any earnings received from gainful employment.

Minimum Base Benefit (104.615)

A minimum base benefit ensures that no member eligible for retirement will receive less than a certain amount. The minimum base benefit amount is used only when it is greater than the amount determined by the base benefit formula. If you are entitled to a minimum base benefit, you will receive \$15 for each full year of creditable service. For example, if you work 25 years, your minimum base benefit will be \$375 (25 years x \$15 per year = \$375). To be eligible, you must retire directly from active employment.



Understanding Your Retirement Decisions contains a summary of important benefit reminders that are often overlooked.



Internal Revenue Code (IRC) Limitations (for 2018):

- Under Section 401(a)(17), MPERS cannot use annual compensation over \$270,000 when calculating your retirement benefit.
- Under Section 415(b)(1)(A), your annual retirement benefit from MPERS cannot exceed the lesser of \$220,000 or 100% of final average pay.
- These limits are subject to change annually.

You may change your federal and Missouri state tax withholding election electronically, at any time, on the secure portion of MPERS' website (no paper form required).

Tax Withholding

MPERS staff cannot answer your federal or Missouri state tax questions. Please contact a tax professional with your tax-related questions.

Federal Taxes

Benefit payments from MPERS are subject to federal income tax. If you do not submit a *W-4P Substitute* tax form, MPERS is required by law to withhold federal taxes as if you elected married with three allowances.

Missouri State Tax

If you claim residence in Missouri, your retirement benefits are subject to state tax. MPERS will withhold Missouri income tax at your request. If you do not make an election, no Missouri state tax will be withheld from your payments; however, you are still responsible for the applicable taxes. **MPERS does not withhold state taxes for any other state.**

There is an exemption from Missouri state income taxes related to some or all of your MPERS benefit. Please refer to *MO-A Form* as found on the Missouri Department of Revenue website for further details.

1099-R

By January 31st of each year, MPERS will send benefit recipients a *Form 1099-R* (the equivalent of the *W-2* form you received as an active employee) showing your income and taxes for the previous year. Retirement benefits are not subject to social security and medicare tax withholdings.

Once distributed, your *1099-R* information may be viewed online through *myMPERS* Secure Member Access.

Electronic Payments

Benefits will be paid electronically on the last business day of each month as instructed on your *Direct Deposit Authorization*. Your payments will be deposited directly into your checking or savings account.

Detailed information regarding your monthly payment will be available online through *myMPERS* Secure Member Access. MPERS will notify you when the amount of your benefit payment changes for any reason (e.g., COLAs, tax withholdings, medical premiums, etc.).

Waiving Your Benefit (104.1048)

You may waive your monthly retirement benefit for a period of time. However, federal law forbids the waiver of your benefit once you are over age 72. If you decide to waive your benefit and reinstate it later, the amounts waived are forfeited.

At Retirement

BackDROP (104.625)

BackDROP is a payment option you may be eligible to elect upon retirement. This option provides for a benefit to be calculated as if you elected to retire on a previous date. If you elect the BackDROP, the monthly benefit payable on your actual retirement date is based on the benefit you would have been receiving had you left employment and retired on the BackDROP date. In addition, you will receive a lump sum payment equal to 90 percent of the life income annuity amount you would have received during the BackDROP period.

To be eligible for the BackDROP, you must meet the following requirements:

- You were actively employed in a benefit-eligible position on the date you were first eligible for normal (full) retirement.
- You continued to be employed in a benefit-eligible position at least two years beyond your normal (full) retirement eligibility date.

BackDROP Date

The BackDROP date selected must be in one-year increments, not to exceed five years. In addition, you may select the maximum amount you are eligible for up to five years.

As an example, if you work three years and five months beyond normal retirement eligibility, you may select a BackDROP period of one year, two years, three years or the maximum of three years, five months.

Assuming eligibility requirements have been met, whatever BackDROP date you choose, it must meet two requirements. The BackDROP date must be

- on or after the date you were first eligible for normal (full) retirement benefits and
- within the five-year period immediately prior to your actual retirement date.

BackDROP Period

The BackDROP period depends on how long you work past normal (full) retirement eligibility. The BackDROP period consists of your full years and months of service rendered between your BackDROP date and your actual retirement date. The BackDROP period will be in the range of one to five years.

Payment Options

You may receive your BackDROP distribution one of three ways:

- **Cash option** – If you elect the cash option, the distribution will be paid directly to you. MPERS is required to withhold 20 percent of the payment for IRS purposes and report it as federal income tax withholding.
- **Rollover option** – If you elect the rollover option, your payment must be made directly to a qualified plan. No income tax will be withheld.
- **Combination cash and rollover option** – If you elect the combination option, you may specify the amount of your distribution to be made directly to a qualified plan. The balance will be paid to you (less the required 20 percent federal income tax withholding on the cash portion).

Applying for BackDROP

You are not required to take any action related to the BackDROP until you apply for retirement. At that time, you may elect the BackDROP option on the *Retirement Election Form*. An estimate of your monthly retirement benefit with and without the BackDROP will be provided to you.

You are not required to take any action related to the BackDROP until you actually retire.

You are not required to elect the BackDROP regardless of how long you work beyond normal (full) retirement eligibility – that decision is up to you.

For a Closed Plan retiree who elects the BackDROP and is eligible for the 4 percent annual COLA, the 65 percent COLA cap on the monthly benefit starts accruing on the BackDROP date.



The *Special Tax Notice* brochure provides a general guide regarding the tax consequences of lump sum distributions, such as the BackDROP.

Cash distributions of BackDROP payments are subject to federal and state income tax. It is recommended that you consult a tax advisor prior to making an election.

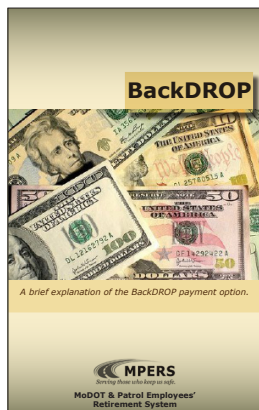
At Retirement

Required Minimum Distribution (if 72 or older)

If you are age 72 or older and elect the rollover option for your BackDROP distribution, please consult the receiving financial institution (where you roll the distribution) regarding your minimum distribution. Failure to receive the minimum required distribution could result in penalties.

Your BackDROP lump sum distribution will be paid on the last business day of the month in which you retire – same day as your first monthly benefit payment.

The BackDROP example and assumptions used are for illustrative purposes only.



BackDROP brochure contains detailed information regarding the provision.

Example: BackDROP Computation

This example reflects the benefit for an employee electing the joint & 100% survivor option in the Closed Plan. The employee's spouse is five years younger than the employee. (Note: reduction factor for the survivor option is applied on retirement date, not on the BackDROP date.)

Assumptions

Age on BackDROP date	50 years
Age at actual retirement	53 years
Service on BackDROP date	30 years
Service beyond normal (full) retirement.....	3 years
Final average pay (BackDROP date)	\$2,000
Annual COLA rate.....	4%
Retirement date	January 1
BackDROP date	January 1
COLA effective date.....	October 1

Monthly Benefit With BackDROP

$$\$2,000 \times 0.016 \times 30 = \$960.00$$

Retirement Benefits During BackDROP Period (example includes 4% annual COLAs)

	Monthly Benefit		Annual Benefit
	January-September	October-December	
1st year benefit	\$960.00	\$998.40	\$11,635.20
2nd year benefit	\$998.40	\$1,038.34	\$12,100.62
3rd year benefit	\$1,038.34	\$1,079.87	\$12,584.67
Total benefit			\$36,320.49

BackDROP Distribution

$$\$36,320.49 \text{ (total benefits)} \times 0.90 = \$32,688.44 \text{ (lump sum payment)}$$

or

$$\$32,688.44 \div 3 = \$10,896.14 \text{ (three annual installments)}$$

Tax Withholding – Lump Sum Payment

$$\begin{aligned} \$32,688.44 \times 0.20 &= \$6,537.69 \text{ (20\% withholding)} \\ \$32,688.44 - \$6,537.69 &= \$26,150.75 \end{aligned}$$

Tax Withholding – Three Annual Installments

$$\begin{aligned} \$10,896.14 \times 0.20 &= \$2,179.23 \text{ (20\% withholding)} \\ \$10,896.14 - \$2,179.23 &= \$8,716.91 \end{aligned}$$

Monthly Benefit at Retirement (No Survivor Reduction)

$$\$960.00 + 119.87 \text{ (COLAs)} = \$1,079.87$$

Monthly Benefit @ Retirement (With BackDROP & Spouse Reduction)

$$\$1,079.87 \times 0.9250 = \$998.88$$

At Retirement

Example: Monthly Benefit Without BackDROP

Assumptions

Age at actual retirement 53 years
Years of creditable service on retirement date 33 years
Final average pay (FAP) on retirement date..... \$2,300.00

FAP		Multiplier		Years		Monthly Benefit
\$2,300.00	x	0.016	x	33	=	\$1,214.40

Early (Reduced) Retirement (104.100.1)

(Note: Not Applicable to Uniformed Patrol Members)

Eligibility Requirements

You are eligible for early (reduced) retirement when you reach age 55 and have accrued 10 or more years of creditable service.

Early (Reduced) Retirement Reduction Factor

If you elect early (reduced) retirement, your base benefit is reduced by 0.6 percent for each month you retire in advance of your normal (full) retirement eligibility date.

The formula for calculating the early (reduced) retirement reduction factor is:

$$1.00 - (\text{number of months retiring early} \times 0.006) = \text{early (reduced) retirement factor}$$

Example: Reduced Benefit Calculation

In this example, we assume the employee is 57 years of age, has 18 years creditable service, and final average pay is \$2,500. With 18 years of service, this member would be eligible for normal (full) retirement at age 60. By electing early (reduced) retirement, the member will retire 36 months early.

Reduction Factor Calculation

$$36 \text{ Months} \times 0.006 = 0.216$$

$$1 - 0.216 = 0.784 \text{ (reduction factor)}$$

Base Benefit Calculation

$$\$2,500 \times 0.016 \times 18.0 = \$720.00$$

Reduced Benefit Calculation

$$\$720.00 \times 0.784 = \$564.48 \text{ (reduced monthly benefit)}$$



The *Leaving State Employment* brochure describes how leaving state employment prior to retirement could affect your retirement benefit amount and eligibility.



At Retirement

Applying for Retirement

Applying for retirement is a two-step process. The two-step process gives you more time to make retirement elections and allows MPERS to provide you with easier-to-understand information to make informed decisions.

Step 1: Notice of Retirement

To start the retirement process, you must submit a completed *Notice of Retirement* form to MPERS. This form provides MPERS with your intended date of retirement and your spouse's date of birth (if married). MPERS will use this information to generate the appropriate benefit estimate(s) and individualized *Retirement Election Form*.

Step 2: Retirement Election Form

MPERS will send you an individualized *Retirement Election Form* and benefit estimate(s). The election form will show all retirement options for which you are eligible (e.g., benefit payment option, BackDROP, etc.). The benefit estimate(s) will provide the information you need to make informed decisions.

Date Forms Are Due at MPERS

Based on your intended date of retirement, the notice and election form must be received at MPERS by the dates listed on the chart below.

Date of Retirement	Step 1: Notice of Retirement Due at MPERS	Step 2: Retirement Election Form Due at MPERS
January 1	September 1 - November 30	December 31
February 1	October 1 - December 31	January 31
March 1	November 1 - January 31	February 28
April 1	December 1 - February 28	March 31
May 1	January 1 - March 31	April 30
June 1	February 1 - April 30	May 31
July 1	March 1 - May 31	June 30
August 1	April 1 - June 30	July 31
September 1	May 1 - July 31	August 31
October 1	June 1 - August 31	September 30
November 1	July 1 - September 30	October 31
December 1	August 1 - October 31	November 30

IMPORTANT: MPERS sends a report each month to MoDOT and Patrol listing those members who have submitted either of the retirement forms.

The *Notice of Retirement* form is available

- online at **www.mpers.org** and can be submitted via myMPERS Secure Member Access,
- by contacting MPERS, or
- from your employer.

At Retirement

Benefit Payment Options (104.090.3)

At retirement, you must elect a benefit payment option on the *Retirement Election Form*. This election determines whether or not a benefit will be paid to anyone after your death.

Your payment option and plan election can be changed anytime prior to MPERS distributing your first benefit payment. Regardless of the payment option you elect, you will receive a benefit payment each month for your lifetime. Your benefit payment option election is irrevocable except under certain conditions. (See *New Spouse Designation*.)

The payment options available under the Closed Plan include life income annuity, unreduced joint & 50% survivor, joint & 100% survivor, and life income with guaranteed payments.

Life Income Annuity

- Your retirement benefit will not be reduced.
- No survivor benefits will be paid after your death.
- You must name a beneficiary to receive your final payment from MPERS.
- If you are married at retirement, your spouse must consent to this option.

Unreduced Joint & 50% Survivor

- Your retirement benefit will not be reduced to provide a survivor benefit for your eligible spouse.
- Your eligible spouse will receive 50 percent of the benefit amount you are receiving at the time of your death. The benefit will continue throughout the life of the surviving spouse, even if the spouse remarries.
- For members who retired prior to August 28, 2004 and chose a survivor option, survivor benefits will be paid to the spouse to whom the member was married on the date of death.
- For members who retired after August 28, 2004, survivor benefits will be paid to the individual who was the spouse at the time of the member's retirement, or as provided in the section titled *New Spouse Designation*.

Joint & 100% Survivor

- Your retirement benefit will be reduced to provide a survivor benefit for your eligible spouse.
- Your eligible spouse will receive 100 percent of the benefit amount you are receiving at the time of your death. The benefit will continue for the life of the surviving spouse, even if the spouse remarries.
- For members who retired prior to August 28, 2004 and chose a survivor option, survivor benefits will be paid to the spouse to whom the member was married on the date of death.
- For members who retired after August 28, 2004, survivor benefits will be paid to the individual who was the spouse at the time of the member's retirement, or as provided in the section titled *New Spouse Designation*.

Life Income With 60 or 120 Guaranteed Payments

- Your retirement benefit will be reduced for your lifetime.
- If you live longer than the number of guaranteed payments, the reduced benefit will continue for your lifetime.
- You may name any beneficiary to receive the remaining guaranteed payments, if any.
- You may change your beneficiary at any time. In the event there is no beneficiary at the time of death, the remainder will be paid as allowed by law.

If you are married at the time of retirement and do not elect a joint & survivor benefit payment option, your spouse must sign the election form giving consent for you to elect a different payment option that will not provide continuing survivor benefits to your spouse.

By law, a person may receive benefits as the surviving spouse of only one deceased member.

If your spouse dies and you elected either joint & 50% or joint & 100% survivor options, see page 36 for pop-up provisions.

At Retirement

Benefit Payment Option Reduction Factors

Joint & 100% Survivor Reduction Factors

Years Your Spouse Is OLDER	Percent of Benefit You Will Receive	Years Your Spouse Is YOUNGER	Percent of Benefit You Will Receive
10 or more	.9700	same age	.9400
9	.9670	1	.9370
8	.9640	2	.9340
7	.9610	3	.9310
6	.9580	4	.9280
5	.9550	5	.9250
4	.9520	6	.9220
3	.9490	7	.9190
2	.9460	8	.9160
1	.9430	9	.9130
same age	.9400	10	.9100
		11	.9070
		12	.9040
		13	.9010
		14	.8980
		15	.8950

Note: When using this table, the age difference is rounded to the nearest whole year.

Survivor benefit payments begin the first of the month following the member's date of death; however, they are not automatic. Each eligible benefit recipient must submit a *Survivor Application* with required documentation.

The survivor benefit will be payable for the remainder of your spouse's life (even if spouse remarries) and an annual cost-of-living adjustment will be provided.

Reduction Factors for Guaranteed 60 and 120 Payments Option

Age at Retirement	60 Months Guaranteed	120 Months Guaranteed
48	1.0000	.9900
49	.9990	.9880
50	.9980	.9860
51	.9970	.9840
52	.9960	.9820
53	.9950	.9800
54	.9940	.9780
55	.9930	.9760
56	.9920	.9740
57	.9910	.9720
58	.9900	.9700
59	.9890	.9660
60	.9880	.9620
61	.9870	.9580
62	.9860	.9540
63	.9850	.9500
64	.9840	.9460
65	.9830	.9420
66	.9820	.9380
67	.9810	.9340
68	.9800	.9300
69	.9790	.9260
70	.9780	.9220

Note: When using this table, the member's age is rounded to the nearest whole year.

Under certain conditions, the benefit payment option you elect at retirement may be changed.

At Retirement

Proof of Age/Lawful Presence Documents

To establish your eligibility for retirement and disability benefits, you must submit an acceptable proof of age/lawful presence document with your *Notice of Retirement*. A photocopy of one of the following documents is acceptable:

- Valid Missouri driver's license
- US birth certificate
- US passport (valid or expired)
- Certificate of citizenship
- Certificate of naturalization
- Certificate of birth abroad
- Valid lawful permanent resident card

If you are married, please submit your spouse's proof of age/lawful presence document and marriage certificate with your *Notice of Retirement*. MPERS cannot complete the verification of your retirement benefit without one of these documents and will not begin payments until all documentation is received.

Designation of Agent (104.1093)

If any employee, retiree or beneficiary should become incapacitated, he/she may designate an agent who will be responsible for managing his/her benefits from MPERS. You can name an agent and a successor agent by requesting a *Designation of Agent (for MPERS benefit)* form. This must be done prior to becoming incapacitated. The form allows you to choose an agent who can make benefit decisions for you if you become disabled or incapacitated. This form does not give your agent broad powers like those usually found in a durable power of attorney. MPERS will recognize your primary agent regarding the distribution of your benefit. In the event your primary agent cannot or will not perform these duties, MPERS will look to your successor agent for instructions.

If no agent has been designated, the following order of persons may act as agent upon submission of a written statement from a physician who has determined the benefit recipient is disabled or incapacitated:

- The spouse of the benefit recipient
- A child of the benefit recipient
- A parent of the benefit recipient
- A brother or sister of the benefit recipient
- A niece, nephew or grandchild of the benefit recipient

MPERS is not liable with regard to any payment made in good faith to your agent.

Deductions From Your Benefit Payment

The following deductions may be withheld from your monthly benefit payment:

- Federal income tax
- Missouri income tax
- MoDOT/MSHP medical insurance premium(s)
- Optional life insurance premiums (state-sponsored)
- Dental and vision coverage premiums through MCHCP
- Missouri State Employees Charitable Campaign
- Child support or spousal maintenance

If you have voluntary life or cancer insurance offered through your employee association and would like to keep it at retirement, please contact your employer. By law, the premium(s) cannot be withheld from your MPERS retirement benefit.

Benefit Decisions Made on Your Behalf

It is important to understand the powers and limitations of any legal document(s) submitted to MPERS naming an agent to handle your benefit payment. The document should specify expressly what decisions the agent can make on your behalf, such as the following:

- Apply for/receive retirement benefits
- Make tax withholding elections
- Submit direct deposit authorizations
- Change beneficiary designations
- Name himself/herself as a beneficiary

Designation of Agent: This is an MPERS form allowing you to name someone to handle your MPERS benefits only, should you become incapacitated. The form is available online at www.mpers.org and does not go into effect until we receive a letter from your physician stating that you are disabled or incapacitated.

Conservator: A representative appointed by the court to manage the property and finances of a minor or someone who has been declared incapacitated, whether temporarily or permanently.

Guardian: A representative appointed by the court to have the care and custody of a minor or of someone who has been declared incapacitated, whether temporarily or permanently. For the minor, guardianship ends when the minor turns 18.

Durable Power of Attorney (DPOA): The legal document appointing someone to act as agent of another (the principal) to perform specific duties delineated in the document. The DPOA is intended to be used in the event that the principal (the member) becomes incapacitated, but becomes invalid upon the death of the principal.

After Retirement

Regardless of which plan you are in, you will be eligible for a COLA each year for your lifetime.

LTD recipients are not eligible for COLAs.

Keep your beneficiary designations updated.

Cost-of-Living Adjustment (COLA) (104.103)

MPERS provides an annual COLA to eligible benefit recipients including retired members, surviving spouses, beneficiaries, surviving children under the age of 21, and work-related disability recipients. Former spouses receiving a benefit under a DBO after September 1, 2001 or under a DBO on or before September 1, 2001 that specifies, will be eligible for an annual COLA. The annual COLA is paid in October, provided you received a benefit payment in the prior month. For example, if you retire in September, your annual COLA increase will be payable with your October benefit payment each year. If you retire without a BackDROP in October, your first COLA will be paid the following October. The calculation of the annual COLA is described below.

Members Employed Before August 28, 1997

- The annual COLA rate will not be less than 4 percent or more than 5 percent, until the total increases equal 65 percent of your initial benefit. If electing the BackDROP, the 65 percent COLA cap on the monthly benefit starts accruing as of the BackDROP date.
- After you reach 65 percent in accumulated COLAs, your annual COLA rate will be equal to 80 percent of the percentage increase in the Consumer Price Index for All Urban Consumers for the United States (CPI-U) with an annual maximum of 5 percent.

Example: Calculating the 65% COLA Cap

$\$1,200$ (initial benefit) $\times 0.65 = \$780.00$ (COLA cap)

Members Employed on or After August 28, 1997

The annual COLA rate will be equal to 80 percent of the percentage increase in the CPI-U with an annual maximum of 5 percent.

Example: Calculating the COLA Rate Using the CPI-U

3.00% (CPI-U increase) $\times 0.80$ (80%) = 2.40% COLA rate

Disability Recipients

- Work-related disability and normal disability recipients hired before August 28, 1997 who became disabled before July 1, 2004, will receive an annual COLA that will not be less than 4 percent or more than 5 percent, until the total increases equal 65 percent of your initial benefit. After you reach 65 percent in accumulated COLAs, your annual COLA rate will be equal to 80 percent of the percentage increase in the CPI-U with an annual maximum of 5 percent.
- Work-related disability recipients whose disability began on or after July 1, 2004 will receive an annual COLA rate equal to 80 percent of the percentage increase in the CPI-U with an annual maximum of 5 percent.
- If the disability payment is made to the member by The Standard Insurance Company, the change in the annual COLA will be on the anniversary of the disability.
- LTD recipients are not eligible for COLAs.

Pop-Up Provision – Death of Spouse (104.103.8)

When you retire, if you elect the joint & 100% survivor option and your spouse or eligible former spouse precedes you in death, your benefit will revert back (pop-up) to the life income annuity amount. The effective date of the pop-up will be the first of the month following your eligible spouse's date of death. The pop-up is not automatic; you must complete a *Pop-Up Application* and provide MPERS with a copy of your eligible spouse's death certificate before the benefit will be adjusted.

Pop-Up Provision – Divorce (104.090.7)

Effective January 1, 2021, if you elect the joint & 100% survivor option when you retire and later divorce, your benefit can revert back (pop-up) to the life income annuity amount. The pop-up is not automatic; you must complete a Divorce-Survivor Option Reversion form and provide MPERS with a copy of the required dissolution decree that specifies the former spouse has forfeited the right to receive survivor benefits before the benefit will be adjusted.

After Retirement

\$5,000 Death Benefit (104.515.4)

MPERS provides a \$5,000 death benefit for the designated beneficiary(ies) of members who retire directly from active status.

This benefit is also available to work-related disability recipients who began receiving benefits on or after September 28, 1985.

Vested former members and long-term disability recipients do not qualify for this benefit. However, long-term disability recipients who retire on or after September 28, 1985, are eligible to receive this benefit.

MPERS is required to report any death benefits received to the Internal Revenue Service (IRS). At the end of the calendar year in which it was paid, *Form 1099-R, Distribution From Pensions, Annuities, ... Contracts, etc.* will be mailed to the benefit recipient by January 31.

Even though the retirement system is required to report the death benefit amount to the IRS, we are not in a position to determine if it will affect the recipient's tax liability. The recipient of the death benefit should contact a tax preparer regarding the tax liability.

New Spouse Designation (104.090.5)

When you retire and elect a benefit payment option, there are two circumstances under which you may reelect your benefit payment option:

- If you are single at retirement and elect the life income annuity option, you may change your benefit option if you later marry. You will have one year from your date of marriage to submit a *New Spouse Designation* form to elect one of the joint and survivor options and name your spouse as the beneficiary.
- If you elect one of the joint and survivor options on your *Retirement Election Form* and your benefit reverts to a life income annuity, you will be allowed to provide a survivor benefit for your spouse if you remarry. You will have one year from your date of marriage to submit a *New Spouse Designation* form to reelect one of the joint and survivor options and name your spouse as the beneficiary.

Effect of Reemployment With the State on Benefit Payment

Closed Plan retirees may reemploy in a benefit-eligible position under a MOSERS covered agency with no disruption to their MPERS benefit; however, if they reemploy in a benefit-eligible position with MoDOT, the Highway Patrol, or MPERS, their MPERS benefit will be suspended until they terminate employment.

Retirees who reemploy in a non-benefit-eligible position at any state agency will not experience a suspension of their monthly retirement benefit.

Final Payment of Monthly Retirement Benefit (104.620.3)

Any benefit recipient (retiree, survivor, beneficiary, or former spouse) may designate a beneficiary to receive the final payment from MPERS. Effective September 1, 2002, if a beneficiary has not been designated, the final payment will be paid in the following order to the deceased benefit recipient's

- surviving spouse (to whom member was married at the time of death),
- surviving children (divided equally),
- surviving parents (divided equally),
- surviving brothers and sisters (divided equally), or
- if no one is eligible to receive the final payment, the payment will be made as otherwise allowed by law.

Under certain conditions, the benefit payment option you elect at retirement may be changed.

You can be employed as an independent contractor by MoDOT or MSHP, or any other state agency, with no suspension of your retirement benefit from MPERS.

Benefit-eligible position – a position normally requiring the performance of duties for at least 1,040 hours per year (i.e., at least half-time).

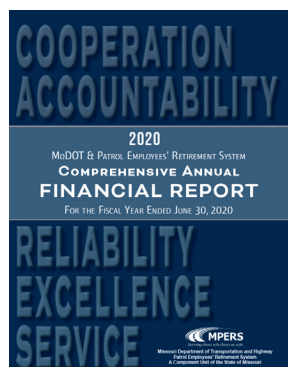
Non-benefit eligible position – a position normally requiring the performance of duties for less than 1,040 hours per year (i.e., less than half-time).

Employers determine whether or not a position is benefit-eligible.

If no one is eligible to receive the final payment, the payment will be made as otherwise allowed by law.



FY 2020 Summary Annual Financial Report



FY 2020 Comprehensive Annual Financial Report



Protection of Benefits (104.250)

Your retirement benefits from MPERS are not subject to execution, garnishment, attachment, writ of sequestration, or any other process or claim, except any payment from the retirement system is subject to the collection of child support or spousal maintenance. The foregoing does not apply to federal garnishments, writs, tax levies, etc. Also, your benefit may not be assigned, except when a *Division of Benefits Order* issued by a court of competent jurisdiction in a dissolution of marriage proceeding. Information concerning an acceptable *Division of Benefits Order* is available, upon request, from the retirement system.

Work-Related Felony (105.669)

Members who are convicted of a work-related felony on or after August 28, 2014, may not be eligible to receive a full retirement benefit. A conviction for any of the following offenses or a substantially similar offense provided under federal law could result in the partial or total ineligibility for retirement benefits:

- Stealing under section 570.030
- Receiving stolen property under section 570.080 (as of January 1, 2017)
- Forgery under section 570.090
- Counterfeiting under section 570.103
- Bribery of a public servant under section 576.010
- Acceding to corruption under section 576.020

If the member was vested prior to August 28, 2014, he/she will be eligible for a monthly benefit based on the service accrued prior to August 28, 2014.

Correction of Errors (104.200)

The executive director of MPERS is the custodian of all records for the retirement system. If, due to an error, you receive more or less than the benefit to which you are entitled, the error, when discovered, will be corrected and your benefit will be adjusted accordingly.

Legal Notices (104.240)

Legal notices must be in writing and served upon the executive director or assistant executive director of MPERS at the address below:

MoDOT and Patrol Employees' Retirement System
1913 William Street – PO Box 1930
Jefferson City, MO 65102-1930

Financial Reports (104.190)

State law requires all public employee retirement systems in Missouri to publish a *Comprehensive Annual Financial Report* (CAFR). This report is available on our website.

Retirement Checklist

MPERS Retirement Benefit Checklist

The following is a checklist of items that may need to be provided at the time of retirement and decisions that will need to be made when signing up for retirement. There are also items that should be addressed prior to retirement, but not with MPERS. This checklist should be used for reference only. It may not include all the items that your employer requires.

2-Step Retirement Process

Step 1

- ☐ **Notice of Retirement:** The *Notice of Retirement* is due at MPERS by the deadline on the 2-Step Retirement Process chart, based on your intended date of retirement.
- ☐ **Proof of Age:** Submit an acceptable proof-of-age/lawful presence document for yourself and your spouse (if married).
- ☐ **Marriage Certificate:** Provide a legible photocopy of your marriage certificate (if applicable).

Step 2

- ☐ **Retirement Election Form:** The *Retirement Election Form* is due at MPERS by the deadline on the 2-Step Retirement Process chart, based on your intended date of retirement.
- ☐ **Direct Deposit:** Provide a voided check for MPERS to set up direct deposit.
- ☐ **\$5,000 Death Benefit:** If you are eligible for the \$5,000 death benefit, have the names, addresses and social security numbers for your primary and contingent beneficiaries.
- ☐ **Federal and State Taxes:** Retirement benefits are subject to federal and state taxes. You will be provided a *W4-P Substitute* tax withholding form for your federal and Missouri state tax withholding. If you do not submit a tax withholding form, MPERS is required by law to withhold federal taxes as if you elected married with three deductions.
- ☐ **Designation of Agent:** This optional form allows you to designate someone to handle your MPERS-related business only in the event you become disabled or incapacitated.
- ☐ **BackDROP:** If you are eligible for BackDROP and elect the rollover option to receive the distribution, take the *BackDROP Distribution Form* to the financial institution/investment firm you are investing through, have the form completed and return it to MPERS.

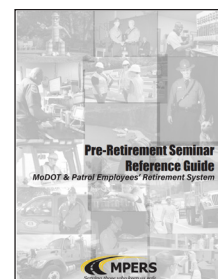
Deductions From Your MPERS Benefit

- ☐ **Medical Insurance Plan Premiums:** Contact your HR/insurance representative for an appointment to set up your medical insurance for retirement and discuss annual leave and comp time payouts (if applicable).
- ☐ **Optional Life Insurance Premiums:** Contact your HR/insurance representative for an appointment to set up your life insurance for retirement and update your beneficiary designations (if applicable).
- ☐ **Dental/Vision Coverage Premiums:** Contact the Missouri Consolidated Health Care Plan (MCHCP) at (800) 487-0771 to continue your dental/vision coverage (if applicable). The MCHCP website contains a *Retiree Checklist*. Complete and submit a *Retiree Enrollment* form at least 31 days prior to retirement.

NOTE: By law, MPERS cannot deduct premiums for non-state sponsored benefits. Therefore, the premiums for the following benefits are NOT eligible for deduction from your monthly benefit payment. Contact your HR/insurance representative to continue coverage at retirement.

- (MoDOT) Voluntary Life Plan
- (MSHP) Met-Life/BMA Life Insurance
- (MoDOT) Central United Life Insurance (cancer insurance)
- (MSHP) CONSECO Life Insurance (cancer insurance)

Phone: (573) 298-6080 • Toll Free: (800) 270-1271 • Email: mpers@mpers.org



Attend an MPERS' Pre-Retirement Seminar

Due to limited seating, only those members within five years of retirement receive an invitation each year; however, if space permits, anyone may attend.

Other Administrators to Contact Before You Retire (if applicable)

- ☐ [Deferred Compensation Plan](#)
(800) 392-0925
(option 2 for Jefferson City office)
Website: www.modeferrredcomp.org
- ☐ [Social Security and Medicare Enrollment](#)
(800) 772-1213
www.ssa.gov
- ☐ [Universal Life Insurance](#)
(800) 918-8877
- ☐ [Cafeteria Plan](#)
(573) 442-3035 or
(800) 659-3035
www.mocafe.com

Medical and Life Insurance Administrators

MoDOT: (877) 863-9406
Patrol: (573) 526-6136
or (573) 526-6356

www.modot.mo.gov/newsandinfo/benefits.htm

Most elections you make at retirement are irreversible.

1. Contact each applicable benefit provider.
2. Ask questions regarding your options, forms, and deadlines.
3. Make informed decisions.

Glossary of Terms

MPERS administers your retirement benefits in accordance with chapters 104 and 105 of the Missouri Revised Statutes (RSMo). The following terms are used in the statutes and throughout this handbook to explain your benefits.

Annuity

Annual payments, made in equal monthly installments, to a retired member.

BackDROP

The deferred retirement option provision is available to active employees who retire on or after January 1, 2002. You must continue working at least two years beyond normal (full) retirement to be eligible to elect the BackDROP option at retirement. Under the BackDROP option, the monthly benefit is calculated as if you elected to retire on a previous date. In addition to the monthly benefit, at the time of retirement you will receive a lump sum payment equal to 90 percent of the total benefits you would have received had you retired at that time. The maximum number of years you can drop back is five.

Base Benefit

The amount a member is entitled to receive at retirement before any reductions for early (reduced) retirement or a survivor option.

Beneficiary

Any person entitled to or designated by a member or retiree who may be legally entitled to receive benefits from MPERS.

Compensation/Pay

1. All salary and wages payable to an employee for personal services performed for a department, excluding the following:
 - a. Any amounts paid after an employee's employment is terminated, unless the payment is made as a final installment of salary or wages at the same rate as in effect immediately prior to termination of employment in accordance with a state payroll system adopted on or after January 1, 2000
 - b. Any amounts paid upon termination of employment for unused annual leave
 - c. Pay in excess of the limitations set forth in section 401(a)(17) of the Internal Revenue Code of 1986 as amended and other applicable federal laws or regulations
 - d. Any non-recurring single sum payments
2. All salary and wages which would have been payable to an employee on workers' compensation leave of absence during the period the employee is receiving a weekly workers' compensation benefit, as reported and verified by the employing department.
3. All salary and wages which would have been payable to an employee on a medical leave due to employee illness, as reported and verified by the employing department.
4. Military leave as described in section 104.030.2, RSMo.

Consumer Price Index for All Urban Consumers for the United States (CPI-U)

The CPI-U, or its successor index as approved by the board, as such index is defined and officially reported by the United States Department of Labor, or its successor agency. The CPI-U is used by MPERS to determine the annual cost-of-living adjustment (COLA) rate for benefit recipients.

Creditable Prior Service

The service of an employee which was either rendered prior to the establishment of MPERS or prior to the date the employee last became a member of MPERS. Such service is used in determining your eligibility for and the amount of your benefit.

Effective January 1, 2018, the annual compensation limit under Internal Revenue Code section 401(a)(17) is \$270,000 (subject to change each year).

Glossary of Terms

Creditable Service

The sum of your membership service and creditable prior service used in calculating the amount of your benefit. In no case will more than one day of creditable service or creditable prior service be credited any member for any one calendar day of eligible service credit.

Deferred Normal (Full) Annuity

The annuity payable to any former employee who terminated employment or otherwise withdrew from service with a vested right to a normal (full) annuity, payable at a future date.

Department

Any department or agency of the executive, legislative or judicial branch of the state of Missouri receiving state appropriations, including allocated funds from the federal government but not including any body corporate or politic unless its employees are eligible for retirement coverage from a system under chapter 104, RSMo, as otherwise provided by law.

Employee

Any person employed by the state who is employed, promoted or transferred by a department into a new or existing position and earns a salary or wage in a position normally requiring the performance of duties of not less than 1,040 hours per year. The term employee includes persons who are currently receiving annuities or other retirement benefits from some other retirement or benefit fund, so long as they are not simultaneously accumulating creditable service in another retirement or benefit system which will be used to determine eligibility for or the amount of a future retirement benefit.

Final Average Pay

The average compensation of a member for the 36 consecutive months of service prior to retirement when the member's compensation was greatest.

Member

An employee hired prior to July 1, 2000, retiree, or former employee entitled to deferred annuity covered by MPERS.

Membership Service

The service after becoming a member of MPERS that is recognized in determining your eligibility for and the amount of a member's benefits.

Normal (Full) Annuity

The annuity provided to a member upon retirement at or after the member's eligibility for normal (full) retirement.

Reduced Annuity

An actuarial equivalent of a normal (full) annuity.

Retiree

A member who is not an employee and who is receiving an annuity from MPERS.

Uniformed Members of the Highway Patrol

The superintendent, lieutenant colonel, majors, captains, director of radio, lieutenants, sergeants, corporals, and troopers of the Missouri State Highway Patrol who normally appear in uniform.

Vested

Eligible for a retirement benefit once the age and service requirements are met.

Vesting Service

The sum of a member's prior service credit and creditable service that is recognized in determining your eligibility for benefits under MPERS.

Age Milestones

MPERS Retirement Plans

Age	Closed Plan
All Ages	
48	Eligible to retire under Rule of 80
Up to Age 50	
50	No 10% penalty for taking a cash or partial cash BackDROP payment (public safety officials only). See Note A below.
55	Uniformed – normal retirement with 5 years of service (term-vested) Uniformed – normal retirement with 4 years of service (active) Early retirement with 10 years service No 10% penalty for taking a cash or partial cash BackDROP payment (civilian service). See Note A below.
59½	
60	Uniformed – mandatory retirement (no minimum service requirement) Normal retirement with 15 years service
62	
65	Normal retirement with 5 years service (term-vested) Normal retirement with 4 years service (active)
66	
67	
72	Must take retirement in compliance with required minimum distribution rules

Note A: You must separate service at the age noted to avoid the 10% penalty. For example, if you separate service on 12-31-2016 at age 49 and retire on 1-1-2017, and take a cash withdrawal from your 401(a) account or take a cash or partial cash BackDROP payment, you will have to pay the 10% penalty.

Age Milestones




Benefit Providers





Age	MO Deferred Compensation	Social Security Program
All Ages	No federal tax penalty (10%) on withdrawals from your 457 account if separated from service	
48	Three-year catch-up (contribute up to \$36,000 annually) available for one or more of the three calendar years before an employee reaches "normal retirement age" Keep your money in the plan throughout retirement and maintain access to low cost investment options and administrative fees, access to local education specialists and the ease of the following distribution options: installments, partial amounts, lump sum, and rollover	
Up to Age 50	Annual contribution limit (2016) – \$18,000 – pre-tax or Roth 457	
50	No federal tax penalty (10%) for withdrawing funds from your 401(a) account if you are uniformed (i.e., public safety official) May contribute extra to deferred compensation called "catch up" (for 2016 the additional amount is \$6,000)	
55	No federal tax penalty (10%) for withdrawing funds from your 401(a) account if you separated from service See Note A below.	
59½	No federal tax penalty (10%) for withdrawing funds from your 401(a) account	
60		
62		Eligible for reduced social security benefits
65		Eligible for full social security benefits if born prior to 1942 Eligible for Medicare
66		Eligible for full social security benefits if born between 1943 to 1959
67		Eligible for full social security benefits if born after 1960
72	Must take retirement in compliance with required minimum distribution rules	

Note A: You must separate service at the age noted to avoid the 10% penalty. For example, if you separate service on 12-31-2016 at age 49 and retire on 1-1-2017, and take a cash withdrawal from your 401(a) account or take a cash or partial cash BackDROP payment, you will have to pay the 10% penalty.

Contact Information for All Benefit Providers

With multiple benefit providers, how do you know who to contact with questions? MPERS staff can only answer questions regarding your retirement and disability benefits. Below is a list of each provider and the type of benefit(s) they administer.

	 MPERS <i>Serving those who keep us safe.</i>	 MoDOT Employee Benefits	 MSHP Employee Benefits
Type of Benefits Administered	<ul style="list-style-type: none"> • Retirement and survivor benefits • Long-term and work-related disability 	<ul style="list-style-type: none"> • Medical and life insurance • (Dental & vision coverage are handled by MCHCP) 	<ul style="list-style-type: none"> • Medical and life insurance • (Dental & vision coverage are handled by MCHCP)
Mailing Address	PO Box 1930 Jefferson City, MO 65102-1930	PO Box 270 Jefferson City, MO 65102-0270	PO Box 568 Jefferson City, MO 65102-0568
Office Address	1913 William St. Jefferson City, MO 65109	105 W. Capitol Ave. Jefferson City, MO 65101	1510 East Elm Jefferson City, MO 65101
Phone Number	(573) 298-6080 (800) 270-1271	(877) 863-9406	(573) 526-6136 (573) 526-6356
Website	www.mpers.org	www.modot.org/newsandinfo/benefits.htm	www.modot.org/newsandinfo/benefits.htm

 Deferred Compensation	 Missouri Consolidated Health Care Plan <i>my health. my choice. myMCHCP</i>	 State of Missouri Cafeteria Plan	 Employee Assistance Program (EAP)
<ul style="list-style-type: none"> • 457 tax-deferred savings 	<ul style="list-style-type: none"> • Dental and vision coverage 	<ul style="list-style-type: none"> • Pre-tax program for insurance premiums, health care expenses, and dependent care 	<ul style="list-style-type: none"> • Confidential counseling • Helps individuals address an array of person life issues
ICMA-RC Workflow Management Team PO Box 96220 Washington, DC 20090	PO Box 104355 Jefferson City, MO 65110-4355	ASI Flex PO Box 858 Columbia, MO 65205-0858	ComPsych Health
3349 American Dr, Suite A Jefferson City, MO 65109	832 Weathered Rock Court Jefferson City, MO 65101	201 W. Broadway #4C Columbia, MO 65203	
(573) 893-1053 (800) 392-0925	(573) 751-8881 (800) 487-0771	(800) 659-3035	(800) 808-2261
www.modeferredcomp.org	www.mchcp.org	www.mocafe.com	www.guidanceresources.com