

Two-Step Retirement Process

The retirement process consists of two steps: (1) submitting your *Notice of Retirement* and (2) submitting your *Retirement Election Form*. The two-step process will allow us to provide more accurate information for your retirement elections. Based on your intended date of retirement, these forms must be received by MPERS by the dates listed on the chart below.

Step 1: Notice of Retirement

MPERS will use your date of retirement and spouse information to generate individualized benefit estimates and a *Retirement Election Form*.

Step 2: Retirement Election Form

You will receive a *Retirement Election Form* and benefit estimates in the mail. The form will be individualized with your election options. The benefit estimate(s) should provide enough information to help you make informed retirement elections.

Date Forms are Due at MPERS

Intended Date of Retirement	Step 1: <i>Notice of Retirement</i> Due at MPERS	Step 2: <i>Retirement Election Form</i> 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 Information:

- If at any time during the 2-Step Retirement Process you decide not to retire, please send MPERS a written notice to rescind your application.
- Any forms completed and submitted during the 2-Step Retirement Process will become null and void if you do **not** complete the retirement process **within 90 days** of your stated date of retirement.
- If you retire and later return to work in a benefit eligible position covered by MPERS or MOSERS, please contact MPERS as soon as possible to see how returning to work might affect your monthly retirement benefit.
- **Members convicted of a work-related felony will forfeit their rights to retirement benefits. (This includes medical and continuing life insurance coverage through Employee Benefits.)**

Acceptable Proof-of-Age and Lawful Presence Documents

MPERS will need one of the following proof-of-age documents to verify your age. If you are married, we will also need an acceptable proof-of-age document for your spouse and a copy of your marriage license.

The list of acceptable documents is the same as those used by the Missouri Department of Revenue for a driver's license. A copy of one of the following documents must be submitted as proof-of-age and lawful presence:

- US Birth Certificate (*issued by a state or local government*)
- US Passport (*valid or expired*)
- Certificate of Citizenship
- Certificate of Naturalization
- Certificate of Birth Abroad
- Valid **Missouri** Driver's License