NEW MEXICO EDUCATIONAL RETIREMENT BOARD

2021 Retirement Webinar











ERB's Retirement Specialist Team

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What we will talk about...



- Important considerations before retiring
- Next steps. I am ready to retire!

Creating your online account Benefit Estimator Your retirement options Retirement application process and form

Completing your final retirement documents

Receiving your retirement benefit

Return to work



Are you eligible to retire?





Are you eligible to retire?

Tier 1 (hired prior to July 1, 2010)
 25 and out 25 years at any age - Earned + Allowed Service

Rule of 75 Age + Earned Service = 75 or more

65 and 5* Age 65 or older and 5 years or more Earned Service

Tier 2 (hired July 1, 2010 - June 30, 2013)
 30 and out 30 years of Earned Service at any age

Rule of 80* Age + Earned Service = 80 or more

67 and 5* Age 67 or older and 5 years or more Earned Service

Tier 3 (hired July 1, 2013 - June 30, 2019)
 30 and out 30 years of Earned Service

Rule of 80* Age + Earned Service = 80 or more

67 and 5* Age 67 or older and 5 years or more Earned

Tier 4 (hired on or after July 1, 2019) – visit our website or contact NMERB for more information

*Allowed service counts toward benefit calculation only, NOT towards retirement eligibility





Age reductions – consider working longer to lessen or get rid of age reductions

- Under any Tier the longer you work, the higher the benefit payment
- No maximum benefit





Healthcare Options and cost – these are not included in your estimate and are up to you to research, select, and set up with a third party (any of these may apply to you)

- NMRHCA monthly premiums (applies to most employers)
- Employer's Healthcare check with your employer HR on your healthcare options
- Spouse's healthcare





Consider personal finances

- Savings
- Property
- Assets
- Debt





Contact Social Security

• Eligibility and payment amounts.

SSN contact info www.ssa.gov 1-800-772-1213





Create your personal account: *MyNMERB*

Located on our website homepage

→ Click on Create MyNMERB Account

Create My NMERB & Tutorial

Need help?

→ Here, you will also find MyNMERB Tutorial a step by step guide



Retiring Soon?

SUBSCRIBE HERE

We want to be there for you on your new journey!

Retirement webinars and publications will help answer your questions





Log	In
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User Name

as	ssw	ord	
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Log In

System update: Please note that to protect your NMERB Self Service account, your password will expire after 90 days. With successful login you will be redirected to the Password reset function. If you don't remember your password click on Forgot Password to reset it. If for some reason, you experience any difficulty in resetting your password, please email <u>Member.Help@state.nm.us</u>

Register Forgot Password

In your personal MyNMERB account you will find:

- Work History
- Purchase estimators
 - Sick leave purchase
 - Allowed purchase
 - Military purchase
- Benefit estimator

Run retirement estimates with your MyNMERB account

Menu	Benefit Estimator SSN: XXX-XX- Name:			
Home Profile Address				
Work History				
Benefit Estimator	Retirement Date: 07/01/2021			
Service Credit Purchase Estimator	Retirement Date: 07/01/2021			
Retirement/Refund Application Statement of Account	Beneficiary DOB: //1949			
Help	Check if Spouse:			

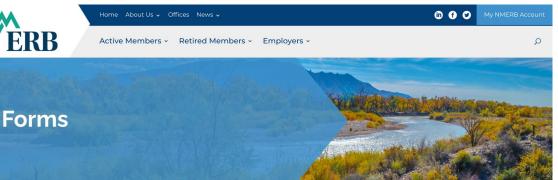
Actual		Estimated	
Earned Credits:	37.75	Earned Credits:	38.50
Allowed Credits:	0.00	Allowed Credits:	0.00
Total Greons	37.75	Total Credits:	38.5
Estimated Fas:	\$63,995.37	Estimated Fas:	63,995.37
OptionA Est:	\$4,730.99	OptionA Est:	\$4,824.98
OptionB Est:	\$4,075.28	OptionB Est:	\$4,156.24
OptionC Est:	\$4,378.53	OptionC Est:	\$4,465.52

Calc Estimate

Click here for information concerning retirement qualifications and retirement option definitions.

The Retirement Benefits Calculator provides you an unofficial ERB benefit estimate. You can use this estimate to guide you in retirement planning. Any calculation does not guarantee you a benefit. All benefits are determined according to the Educational Retirement Board Law.





Title	Description	Format	DocuSign Links
Application to Purchase Service Credit	Out of State School Employment	PDF	
Application to Purchase Service Credit	Private School Employment in New Mexico	PDF	
Application to Purchase Service Credit	Based on Unused sick leave	PDF	
Direct Deposit Authorization Form	Bank Form for Retirees	PDF	
Beneficiary Designation Form		PDF	DocuSign
Change of Address Form		PDF	DocuSign
Divorce – Pre-Retirement Model Order with Instructions Dividing ERB Benefits	Download document here	PDF	
Divorce – Post-Retirement Model Order with Instructions Dividing ERB Benefits	Download document here	PDF	
Divorce - Release of Claims		PDF	
Independent Contractor Determination Application		PDF	
Request for Benefit Estimate Form		PDF	

Within one year of eligibility, request a formal estimate

To download the **Request for** Benefit Estimate Form go to our website

- Click on **Forms**
- Look for **Request for Benefit** \succ Estimate Form
- \succ Download PDF, fill form and mail back to ERB on the address on form

The estimate is only for informational purposes - this does not obligate you to the retirement date you request. Benefit payments are taxable income - you paid your contributions with pre-tax money



Final Average Salary (FAS) (the average of your highest consecutive 5 year gross salaries) X

Years of Service X

2.35% (multiplier set by state statute)

Gross annual benefit
/ by 12
Gross monthly benefit

Annual Benefit Calculation Tiers 1,2,3



This is how your benefit estimate will look...

Education P. SANTA FE, N	al Retirement Bo .O. BOX 26129 NEW MEXICO 87502-0	0129
	ber Information SSN: Age: 51	50
		Total Service Credit: 26.0000
Service: 0.2500 d: ase: 0.00	Est Alle	imated Addt'l Allowed Service: 0.00 owed Service Purchased: 0.00
	<u>ciary Information</u> SSN: Age: 58	50
	12 = Unad	justed Monthly Benefit \$3,215.64
	Factor = 100.00%	Adjusted Monthly Benefit \$3,215.64
<u>Member</u> \$3,215.64 \$3,057.43 \$3,134.61	Beneficiary \$0.00 \$3,057.43 \$1,567.31	<u>ODRO</u> \$0.00 \$0.00 \$0.00
	Education: P SANTA FE, N PHONE: (505) Mem 59 59 59 59 50 50 50 50 50 50 50 50 50 50	59Age: 51Retirement Information2021 Final Average Salary: $$63,155.03$ Service Credit BreakdownService Credit BreakdownI Service: 0.2500 Estd: AlleService: 0.2500 Estd: AlleService: 0.2500 Estd: AlleService Credit BreakdownI Service: Ordit BreakdownService: Ordit BreakdownService: Ordit I BreakdownService: Ordit I ServiceService: InformationSSN:52Age: 58Benefit InformationX Total Service Credit X Factor26.0000.0000.0000.0000Satter =Satter = </td

Note: The information provided above is based on our current records. If errors or irregularities are discovered, the amounts shown are subject to change. This estimate is solely provided as a guide for your retirement planning.



Know your retirement options (All tiers)

Option A

Highest amount monthly

Refund beneficiary – <u>NO</u> lifetime benefit for beneficiary Only option that you can have more than one

beneficiary

Only option that the beneficiary can be an estate, charity or organization

Option B

Reduced benefit - least amount monthly Lifetime benefit for one beneficiary - 100% matching option (after your death) Age provisions for non-spouse

Option C

Reduced benefit - less than A, more than B Lifetime benefit for one beneficiary - 50% matching option (after your death)





I am ready to retire! What now?



RETIREMEN

Application process – submit 60 to 90 days prior to your retirement date

Get Retirement Application directly from your employer, from the NMERB website, or by contacting NMERB **Retirement Application – all pages must be submitted together** to NMERB (available through DocuSign)

Page 1 Member Completion – you complete – must be original

You are requesting to have your Beneficiary Options calculated, option selection comes later

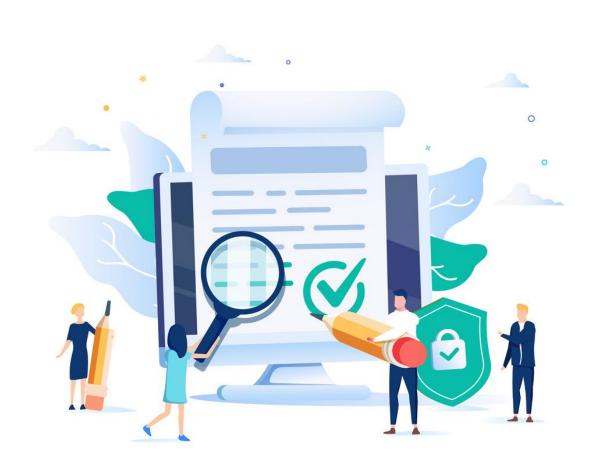
Page 2 Employer Certification –your employer completes – must be original

Check with your Payroll or Human Resources Benefits office Inactive employees who terminated 90 days or more are not required to submit page 2

Page 3 Proof of Age for you – copy accepted - State or Federal issued document that shows your name and date of birth.

Proof of Age for your beneficiary – copy accepted. This is required when you request Option B and C calculations on Page 1 of Retirement Application

Receiving your retirement packet





Receiving your retirement packet

Have a seat, you've got some reading to do

Once your complete Retirement Application is received and processed, approximately one month prior to your retirement date or as soon as administratively possible you will receive a Retirement Packet in the mail.

- Please read through all the materials, then complete the forms.
- Submit completed forms to NMERB all forms must be submitted together





Forms in your retirement packet

Submit completed forms to NMERB – all forms must be submitted together

- Final Selection of Benefits form form is required to be notarized
- Direct Deposit Authorization Form
- Federal and NM Tax Deduction form
- Permanently Reduced Rate Calculation Notice if applicable
- Returning to Work after Retirement Notice



Forms in your retirement packet Final Selection of Benefits form Must be notarized

- Use this form to select your pension payment option. You will not be able to modify this option once it's submitted.
- If you select option A ONLY complete Part I.
- If you select option B or C ONLY complete Part II.

Address:	MPLETE THIS FORM COULD CAUSE	Date: SSN:	
	YOUR BENEFIT	SURVIVOR'S	RECEIVED
1) OPTION "A" BENEFIT	\$1,959.65 per month	See Below	
2) OPTION "B" BENEFIT	\$0.00 per month	\$0.00 per mon	
3) OPTION "C" BENEFIT	\$0.00 per month	\$0.00 per mon	th NM Educational Retirement Board Albuquerque Office
	BENEFIT - "PART 1" (Option A)		
understand that I shall receive ap	nent benefit as provided in Section 22-1 proximately \$1,959.65 (see #1) per mor is due me as a residual of my last me ater sum:	th during my lifetime with	nothing payable thereafter. However,
Name of Beneficiary	Relationship to Me	Soc	ial Security Number
Address of Beneficiary	n 's		
Member's Signature A		Dat	é ·/ - ·
Spolse's Signature (Required if ma		Dat	
	RT II'' (Option B or C) <u>SELECTION</u>		
Compilation. I understand that the	nent benefit under the terms of Option monthly amount which I am to receive may vary slightly after a final calculatio Sex Social Secur	has been estimated as on is made.	
Member's Signature		Dat	e
	urried)	Dat	e
Spouse's Signature (Required if ma	RIZATION MUST BE COMPLETE	PRIOR TO SUBMITTE	NGTO ERB
			him 14th day



Forms in your retirement packet Direct Deposit Authorization Form Original forms only – faxed

copies are not accepted.

- If requesting a deposit into a savings account, do not attach a voided check.
 Attach a direct deposit form from your financial institution verifying the savings account information.
- A voided check or verification from bank is required. No deposit slips are accepted.
- Do not forget to sign the form.

NMERB DIRECT DEPOSIT AUTHORIZATION FORM

Instructions: Please print or type in dark ink. Required Fields are in BOLD ITALICS. Additional instructions are on page 2.

Check One: New Form Change In Existing Information

Check One: Retiree I receive a benefit as a beneficiary/co-payee Please provide

				Deceased n	nember's SSN
SOCIAL SECU	RITY NUMBER	HOME or C	ELL TELEPHONE	NUMBER	•
NAME	First	Middle Initial	Middle Initial Last		
MAILING ADD	DRESS		City	State	Zip Code
FINANCIAL IN	ISTITUTION				
You are hereby	directed to electronically to	ransfer my monthly benefi	t check to:		
NAME of PRE	VIOUS FINANCIAL INSTIT	TUTION (changing from, if appl	licable)		
NAME of NEW	FINANCIAL INSTITUTION	V (changing to)	دT	pe of Acc Check O	
NEW ACCOU	NT NUMBER		□ Sav	rings 🗌	Checking
NEW ROUTIN	G NUMBER				

AUTHORIZATION

I authorize NMERB to make credit and debit entries to my account at the above named financial institution. I agree to notify NMERB immediately upon discovery of any errors resulting from transactions under this authorization and of any changes that may affect these instructions. I agree to hold NMERB and the State of New Mexico harmless from any and all loss, cost, damage or expenses suffered as a result of errors in credit or debit entries caused by persons not employed by NMERB. I direct the above named financial institution on demand to refund and repay to NMERB any deposits made to my account after my death, the due date of which is subsequent to my death.

Signature:

Date:

YOU MUST ATTACH A VOIDED CHECK OR A COMPLETED DIRECT DEPOSIT FORM FROM YOUR NEW FINANCIAL INSTITUTION HERE (Please do not include a copy of a deposit slip)





Forms in your retirement packet Federal and NM Tax **Deduction form**

- **Complete both Federal and State** Withholding Election.
- NMERB cannot give any tax guidance, please consult with a tax professional.
- If you are selecting Box 1. under \bullet Federal and/or State withholdings, Don't forget to select your withholding status and number of exemptions.
- New Mexico taxes are the only state taxes that can be withheld.
- Box 4 on the federal portion and \bullet Box 5 on the state portion of the form are not applicable to new retirees.

Return completed form to: P O Box 26129 Santa Fe, NM 87502-0129 (866) 691-2345

Federal and New Mexico State Tax Withholding Form (Substitute W-4P)

SECTION I: See page two (2) for instructions. Y	ou MUST fi	ill out this form using BLL	JE or BLACK ink.	
Select one option: New retiree		Change in existing information		
Legal name:	NMERB ID number or SSN:		SSN:	
Your telephone number:		Your email address:		
Your mailing address:		1		
City:		State:	Zip:	
□ I receive a benefit as a beneficiary. De	ceased me	ember's SSN:		
SECTION II: Select the appropriate boxes in both th	e Federal ar	nd New Mexico State withho	Iding election columns.	
*Under current Federal Law, you may designate an additional amount cannot be entered in Box three (3) without first enterin				
Federal Withholding Election:		New Mexico State W	Vithholding Election:	
Federal Withholding Election: 1. Check this box to withhold Federal income tax from each monthly benefit payment according to my withholding status and the number of exemptions as I have indicated below:		 1. Check this box to withhold State income tax from each monthly benefit payment according to my withholding status and the number of exemptions as I have indicated below: Withholding status: Married, but withhold at higher single rate Single Number of exemptions:		
Federal income tax withholding. I understand that this form supersedes any and all pre and NM State Tax Withholding sections of this form. I use subject to a penalty and interest by the Internal Reven	inderstand th	hat if insufficient income taxe	pleted all applicable fields in the Federal es are withheld or remitted, I may be	
the treatment of my retirement benefit for purposes of w				
Signature:			Date:	

Forms in your retirement packet Permanently Reduced Rate Calculation Notice -

If applicable

- This form acknowledges that you understand that your retirement benefits will be permanently reduced.
- Your signature is required if your benefit is calculated at a reduced rate .

PERMANENTLY* REDUCED RATE CALCULATION NOTICE

(please return with final retirement documents)

If you retire under the "Rule of 75" or "Rule of 80" and your age is less than the age of 60 (rule of 75) or less then the age of 65 (rule of 80) then your retirement benefit will be calculated at a reduced <u>rate.</u> A member under sixty years of age is eligible to retire under the Educational Retirement Act, as long as their age plus service is equal to 75 (for members who began work prior to July 1, 2010) and 80 (for members who began work on or after July 1, 2010).

TIER 1: Membership Prior to July 1, 2010

"Rule of 75" - Your age + earned service credits = 75 or more. Under the Rule of 75, allowed service credits are used to calculate your retirement benefit but do not count toward eligibility. If you retire under this rule, are under age 60, and have less than 25 years of earned service credit, your retirement benefit will be permanently* reduced by:

0.6% for each ¼ year, or portion thereof, that retirement occurs prior to age 60 but after the 55th birthday (equal to 2.4% per year), plus

1.8% for each ¼ year, or portion thereof, that retirement occurs prior to age 55 (equal to 7.2% for each year under age 55).

For example, if you are six months past your 59th birthday, the permanent* reduction in benefits is 1.2%.

TIER 2, 3 & 4: Membership on or after July 1, 2010

"Rule of 80" - Your age + earned service credits = 80 or more. As in the Rule of 75, allowed service credits are used to calculate your retirement benefit but do not count toward eligibility. If you retire under this rule, are under age 65, and have less than 30 years of earned service credit, your retirement benefit will be permanently* reduced by:

0.6% for each ¼ year, or portion thereof, that retirement occurs prior to age 65 but after the 60th birthday (equal to 2.4% per year), plus

1.8% for each 1/4 year, or portion thereof, that the retirement occurs prior to age 60 (equal to 7.2% per year).

I acknowledge and understand the provisions of the permanently* reduced rate calculations.

Signature:

Date:

*Retirement benefits will be permanently reduced unless the retiree suspends retirement and earns additional service credit.



Forms in your retirement packet Returning to Work after Retirement Notice

- Whether you think you will return to work or not, it is important that you read and sign NMERB's return to work notice.
- Your signature acknowledges that you understand your options for returning to work.
- Failure to follow NMERB's policies can result in suspension of your benefit.

RETURNING TO WORK AFTER RETIREMENT (please sign and return with retirement documents)

If you are planning to return to work for a New Mexico Educational Retirement Board (NMERB) Employer following retirement, we encourage you to contact NMERB in order to avoid suspension of your retirement benefit.

Options For Returning To Work After Retirement:

- A retired member may return to work for a non-ERB employer without notice to the ERB, without restriction, and without any effect on their retirement benefit.
- 2. A retired member may return to work for an ERB employer at greater than .25 Full Time Equivalency (FTE) and keep their retirement benefit if the member completes a 12 consecutive month layout period between the retirement date and the date of re-employment.* These members will make non-refundable employee contributions to the ERB fund. They will not be able to earn or purchase service credit during this employment.
- 3. A retired member may return to work for an ERB employer at or less than .25 FTE and keep their retirement benefit without completing the 12 consecutive month layout period. The .25 FTE is combined for multiple employers. These members will not make contributions to the ERB fund, nor will they be able to earn or purchase service credit during this employment.
- 4. A retired member may return to work for an ERB employer and keep their retirement benefit if the member earns less than \$15,000 per year and completes a 90 consecutive day layout period.** These members cannot have entered into either a formal or informal agreement to return to work prior to the date of retirement or within 90 days after the date of retirement. These members will not make contributions to the ERB fund, nor will they be able to earn or purchase service credit during this employment.

- 5. A retired member may return to work for an ERB employer as an independent contractor as defined by the Internal Revenue Service. These members will keep their retirement benefit. They will not make employee contributions to the ERB fund or otherwise participate in the Educational Retirement Plan.
- 6. A retired member who contracts with a third-party entity and is placed in a position with an ERB employer is not automatically exempt from the requirements of post-retirement employment, including the requirement (for both member and employer) to make contributions to the ERB fund.

*The 12-month layout period cannot include any part of a summer or other scheduled break, or vacation period or sick leave. During the layout period, the retiree must not be employed with an ERB employer in

any capacity. This includes full or part-time employment, services as a volunteer in a paid position, substitute teaching, services rendered as an independent contractor and/or employment with an independent contractor.

** The 90-day layout period may include part of the summer or other scheduled break. However, during the layout period, the retiree must not be employed with an ERB employer in any capacity. This includes full or part-time employment, services as a volunteer in a paid position, substitute teaching, services rendered as an independent contractor and/or employment with an independent contractor.

Prior to returning to work for an ERB employer, whether as an employee or independent contractor, the retired member must file an application and obtain approval from NMERB. Failure to do so will result in suspension and repayment of retirement benefits (where applicable) paid during the employment.

Signature:

ate:

Submit completed forms to NMERB, remember all forms must be submitted together Once all forms are completed and sent to our Santa Fe office you will be placed on payroll

All paperwork must be received by the last business day of the month prior to your retirement. Example: If you retire June 1, 2021, we need to receive the paperwork by May 31, 2021 to avoid any delay







Payroll and COLA



Upon receipt of all correct forms, you will be placed on Payroll

Benefit payment is direct deposited on the last business day of the month

Example: If you retire July 1, 2021, your first pension payment is July 31, 2021

If you retire with NMPERA Reciprocity you will receive two separate direct deposits; one from NMERB and one from NMPERA



PAYROLL

Will always be on the last business day of the month



Cost of Living Adjustment – COLA is variable and based on the Consumer Price Index (CPI) and funding level.

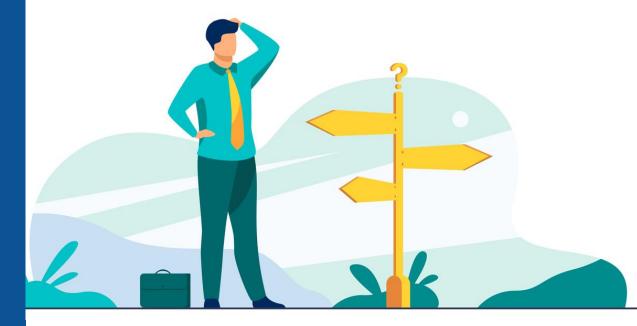
Automatically begins in July (last business day in July) of the year you turn age: 65 – Tier 1 and 2 67 – Tier 3 and 4



COLA Cost of Living Adjustment



Return To Work (RTW) with NMERB Employer(s) As of May 20, 2020





Return To Work (**RTW**) with NMERB Employer(s) As of May 20, 2020

Formal Return To Work – RTW Application required

12 month layout period after retirement date (not from last date worked) No limit on earnings Contributions required by retiree and employer – nonrefundable

Working .25 FTE or less – RTW Application required

FTE is limited, no limit on earnings No contributions Multiple NMERB employers – all FTEs combined cannot exceed .25 FTE



Return To Work (**RTW**) with NMERB Employer(s) As of May 20, 2020

Earning less than \$15,000 – RTW Application required

- 90 day layout period after retirement date (not from last date worked)
- Gross earnings limit for each fiscal year July 1 to June 30 No contributions
- Multiple NMERB employers all gross earnings combined must be less than \$15,000

You can work anywhere outside of NMERB employers – no restrictions

Highest amount monthly Refund beneficiary – <u>NO</u> lifetime benefit for beneficiary Only option that you can have more than one beneficiary Only option that the beneficiary can be an estate, charity or organization



Helpful Information

NMRHCA contact info www.nmrhca.org customerservice@state.nm.us 1-800-233-2576

NMPERA contact info <u>www.nmpera.org</u> <u>PERA-MemberServices@state.nm.us</u> 1-800-342-3422

SSN contact info <u>www.ssa.gov</u> 1-800-772-1213

Federal tax information www.irs.gov

New Mexico tax information www.tax.newmexico.gov



For any questions Email Member Services: <u>Member.Help@state.nm.us</u> Call 1-866-691-2345

Our offices*

Santa Fe 701 Camino De Los Marquez Santa Fe, NM 87502 Main fax 1-505-827-1855 Albuquerque Office* 8500 Menaul Blvd NE Suite B-450 Albuquerque, NM 8711 Fax 1-505-830-2976

* The offices are presently closed to the public due to the public health emergency, however you can reach us through the email, phone, and faxes above. There will be a notice on the homepage of our website when the offices open again.

Contact NMERB

2021 Retirement Webinar

Thank you!!!



