

## Congratulations on your upcoming retirement!

You've estimated your pension, selected your retirement date, and you're ready to retire. What happens next?

### 1 **Submit your completed Retirement Application**

If you are an active member, we recommend you notify your employer before your desired effective date of retirement.

The retirement application is available from our website. We must receive your completed retirement application **before** your desired effective date of retirement. If you miss your deadline, your application will be cancelled and you must begin the process again and there will be no retroactive payment(s).

Here are guidelines on when you should submit your completed application to us:

If this applies to you ...	Recommended timeframe
Nine or ten month contract	Early January of the year of your July 1 retirement
With NMPERA service credits	6 months in advance
All other	3 months in advance

**You** must complete the Member section of the application.

If you are currently employed by a NMERB employer or terminated employment less than 90 days before your effective retirement date, **your employer** must then complete the Employer section of the application – give them your application with the Member section completed. After they have completed the Employer section, submit your application to us. If you are working for multiple employers, you submit a separate application for each one.

Once we've reviewed your application, we will send you a letter stating whether your application has been accepted or not.

If your application has been accepted, we will then calculate your pension and mail you your **Final Retirement Documents** that outlines your payment options and important deadlines approximately 45 days (6 weeks), or soon as administratively possible if there are questions about your account, before your effective retirement date.

(continued on next page)

# Steps to Retirement



**New Mexico Educational Retirement Board (NMERB)**  
P.O. Box 26129  
Santa Fe, New Mexico  
87502-0129



(505) 827-8030  
Toll-free: 1 (866) 691-2345



Member.Help@state.nm.us



[www.nmerb.org](http://www.nmerb.org)

### Did you know ...

If you are eligible to retire within the next 12 months, you can request an audited benefit estimate for your desired retirement date? Submit a Benefit Estimate Request to us, available from our website.

## 2 Select your options

Once you've received your Final Retirement Documents, use it to select your pension payment option. You'll need to complete and return the following documents to us:

- Final Selection of Benefit Form 🚫 This form **must** be notarized.
- Direct deposit application plus a void check or completed direct deposit form from your financial institution
- Federal and New Mexico state tax withholding form (substitute W-4P)
- Post-retirement employment notice
- Proof of your age and your beneficiary's age
- Permanently Reduced Rate Calculation Notice, if applicable

## 3 Enjoy your retirement!

As long as all of the necessary forms are accurately completed and submitted on time, you will receive your first pension payment directly deposited to your bank account on the last working day of the month of your effective retirement date. You'll collect your pension every month for the rest of your life.

**Avoid delays! The most common causes of delays in processing your retirement application are:**

**Submitting copies of your retirement application:** We only accept original versions of this application. Mail copies, email and faxed versions will be rejected.

**Missing proof of age:** Your pension will not start unless we have proof of your age (and proof of your beneficiary's age if applicable). Acceptable forms of proof of age include: birth certificate, delayed birth certificate, baptismal certificate, valid passport, valid driver's license, or certificate of Degree of Indian or Alaskan Blood (CDIB).

**Incomplete retirement beneficiary information:** Beneficiary information must be completed if you wish to receive an estimate based on the optional forms of payment. The IRS prohibits Option B for a non-spouse beneficiary more than 10 years younger than you. You will make a final, irrevocable beneficiary designation when you receive your Final Retirement Documents.

**Divorce:** New Mexico is a community property state, which means that assets and property acquired during a marriage are considered to be jointly owned by both spouses. If you were legally married during your membership, and subsequently divorced, you must inform us if your pension is to be divided before your pension can be processed. Contact us for more information.

### Keeping in touch after you've retired

During your retirement, be sure to notify us directly if you have changes in your personal situation. If you move, change bank accounts, or if there is a change in your marital or beneficiary statuses, **contact us as soon as possible** to avoid any interruptions to your pension or the payment of survivor benefits and so that we can keep you up-to-date and informed about your pension.