



# Application for Retirement Benefits

Member to mail completed form to address below

## COMPLETED BY MEMBER

Active Member  Inactive Member

Name (First, Middle, Last)		Last 4 digits of SSN XXX-XX-		Gender M F
Date of birth (mm/dd/yyyy)	Home phone	Cell phone	Personal Email	
Mailing address		Please check if applicable : International/APO/FPO/DPO		
City	State/Province	Zip/Postal code	Foreign country	

Marital status (Required – check one)

Never married    Married \_\_\_\_\_ (mm/dd/yyyy)    Married, previously divorced\*    Divorced\*    Widowed\*\*

\* Failure to submit a court endorsed copy of your divorce decree(s) may cause a delay in the processing of your retirement.

\*\* If widowed, a death certificate is required.

## Retirement Information

I hereby apply for retirement as provided by the New Mexico Educational Retirement Act to become effective on the retirement date below. I understand my retirement date must be the first of a month and must be a future date. I understand that if I am currently employed by more than one NMERB employer I must submit a separate application from each employer.

Retirement date (mm/01/yyyy)	Most recent Employer covered by the NMERB
------------------------------	---

Do you have previous employment with any city, county, or state government agencies under New Mexico Public Employees Retirement Association (PERA) and did not withdraw your PERA contributions?    Yes    No

If yes, provide PERA agency name: \_\_\_\_\_

## Retirement Beneficiary Designation

Name (First, Middle, Last)		SSN/EIN/TIN	Gender M F	
Mailing address	City	State	Zip	
Date of birth (mm/dd/yyyy)	Phone	Relationship to you		

I hereby authorize the NMERB to change my address as indicated above and hereby declare that all of the information provided on this page is true and complete to the best of my knowledge.

 **X** \_\_\_\_\_  
Member's signature

\_\_\_\_\_ Date (mm/dd/yyyy)



# Application for Retirement Benefits

Member to mail completed form to address below

## EMPLOYER CERTIFICATION (to be completed only if member is in an active status)

Employee Name (First, Middle, Last)	Last 4 digits of SSN XXX-XX-	Date application received (mm/dd/yyyy)
-------------------------------------	------------------------------	---

Member's last day of employment (mm/dd/yyyy) \_\_\_\_\_ Position held \_\_\_\_\_

Was this employment for 218 days or more per academic year?    Yes    No

Provide the member's estimated salaries paid in the last two quarters of the member's employment, including summer pay (*estimated wages must be reported in the quarter they were earned*). Payments made for *unused sick leave, unused annual leave, or early retirement incentives* are not reported for retirement purposes.


July/Aug/Sept	\$ _____	Jan/Feb/Mar	\$ _____
Oct/Nov/Dec	\$ _____	Apr/May/Jun	\$ _____

Employer contact name (please print)	Phone number
--------------------------------------	--------------

### Certified by Employer

I hereby certify to the New Mexico Educational Retirement Board that the information above is accurate.

Title of Authorized Officer (please print)	Name of Employer
--	------------------

 X _____	_____
Authorized Officer signature	Date (mm/dd/yyyy)

*The Board rules and regulations require that the NMERB receive the member's application before the retirement date specified by the member. If the application is not received before the specified date, the effective retirement date will be changed to the first of the following month, unless the delay in filing was solely attributable to the employer. A written statement from the employer to the NMERB director is required.*

### Authorized Data Overrides

Please provide overrides to information completed by the contact person above, if required. Your signature above authorizes the NMERB to make the necessary changes on your behalf.

---

---

---

---

---

---

---

---



# Application for Retirement Benefits

Member to mail completed form to address below

## HIGHLIGHTS OF RETIREMENT BENEFITS

### Forms of benefit payments

There are three forms of benefit payments available:

Option A Straight Life Benefit	Option B 100% Survivor Benefit	Option C 50% Survivor Benefit
<p>You will receive your full monthly benefit. The retirement benefit ends upon your death and does not provide for a lifetime benefit for a beneficiary. The balance, if any, that would be payable to a beneficiary or your estate would be the difference between your contributions plus interest at the time of your retirement minus the total retirement benefit payments made to you. Typically, there will be little or no balance left after 2.5 years of retirement.</p>	<p>Your monthly benefit is actuarially reduced to provide for a lifetime benefit for your beneficiary that is 100% of the amount of your monthly benefit. If your beneficiary dies before you, the “pop up” feature increases your monthly benefit to the amount you would have received if you had selected Option A (straight life benefit).</p> <p>The IRS prohibits the selection of a non-spouse Option B beneficiary who is more than 10 years younger than you.</p>	<p>Your monthly benefit is actuarially reduced to provide for a lifetime benefit for your beneficiary that is 50% of the amount of your monthly benefit. If your beneficiary dies before you, the “pop up” feature increases your monthly benefit to the amount you would have received if you selected Option A (straight life benefit).</p>

The benefit reduction for Option B and C is based on your age and the age of your beneficiary at time of retirement. You will make a final, irrevocable election when you receive your retirement option package.

### Your monthly benefit payments

You will receive your monthly benefit by direct deposit. Direct deposit is safer, faster, easier, and more convenient than checks. With direct deposit, your payment is less likely to be lost or stolen because your payment is deposited directly into your bank account on the last business day of each month, giving you faster access and more control over your funds.

If you are employed at the time you apply for retirement, your initial monthly payments will be an estimate based on the salary information provided on this application by your employer. Once final salary information has been reported to the NMERB, your final benefit will be re-calculated, and any adjustments will be retroactively applied.

### Community property and retirement benefits

As a retiree, you are not subject to execution, levy, attachment, garnishment, or other legal process, except that any portion awarded to a former spouse in a court decree is paid directly to the former spouse when directed by the courts.



# Application for Retirement Benefits

Member to mail completed form to address below

## INSTRUCTIONS

### General

1. **Printed form must be filled out using black or blue ink only.** Your retirement application will be rejected if the NMERB receives it as a copy, email, fax, and/or the form contains white-out. To correct any errors, please draw a single line through the mistake and place your initials next to it. ERB has made the option for Electronic signatures available on our website, and are only valid via DocuSign.
2. The effective date of retirement is on the first of the month and benefit payments are made on the last business day of each month. For active members who work less than 218 days in an academic year and are completing the academic year, the effective date of retirement **must** be July 1. For all other members, including those who are employed 218 or more days in an academic year, the effective date of retirement may be the first day of the month following termination of employment or following receipt of the retirement application by the NMERB, whichever is later.
3. If you are an active member or have terminated employment with an NMERB employer within 90 days of your application, both Member and Employer sections must be completed. If you have been inactive for more than 90 days prior to submitting your application, you only need to complete the Member section. If you have not been terminated for more than 90 days prior to submitting your application, you will need the Employer sections to be completed.

### For the Member

1. The original application must be received by NMERB prior to your desired effective date of retirement. If the NMERB receives your retirement application after your desired retirement date, your effective date will be changed to the 1st of the month following receipt of your completed application or the first of the month following termination, whichever is later. Faxed applications are not accepted. Electronic signatures are only valid via DocuSign.

We highly recommend submitting your application before your desired retirement date, using the guideline below.

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

2. List your most recent NMERB employer, even if you have been in an inactive status for 90 days or more. If applicable, indicate if you had previous employment with city, county, or state government under New Mexico Public Employees Retirement Association (PERA).
3. Your proof of age must be included with this application. Please include a copy of one of the following acceptable forms of proof: birth certificate, delayed birth certificate, baptismal certificate, valid passport, valid driver's license, or certificate of Degree of Indian or Alaskan Blood (CDIB).
4. The beneficiary information must be completed, and their proof of age included with this application if you wish to receive an estimate based on an Option B or C form of payment. If you are designating a Special Needs Trust, you must include proof of age for the beneficiary of the Trust along with the Legal Trust Documentation. You will make a final, irrevocable beneficiary designation when you receive your Final Retirement Documents.



## Application for Retirement Benefits

Member to mail completed form to address below

5. Eligible members considering retirement within the next 12 months may request an audited benefit estimate. Submit a completed *NMERB Benefit Estimate Request* form 6 – 12 months before your effective retirement date. Estimate requests will not be processed after you have submitted an Application for Retirement Benefits.
6. You will receive your **Final Retirement Documents** in the mail approximately 45 days (6 weeks) prior to your effective retirement date with calculations of your retirement benefit under Options A, B, and C, depending on your retirement beneficiary designation. If your application was not received in time or your account needs additional review, your **Final Retirement Documents** will be mailed to you as soon as administratively possible.
7. Once you have received your **Final Retirement Documents**, you must complete and return the following documents to the NMERB:
  - Final Selection of Benefit Form (*this form **must** be signed in front of a notary*)
  - Direct Deposit Authorization Form
  - Federal and New Mexico State Withholding Tax Form (substitute W-4P)
  - Returning to Work After Retirement Notice
  - Permanently Reduced Rate Calculation Notice, if applicable
8. Once NMERB has received and processed all required documents, you'll be placed on the NMERB payroll, and we will mail you a confirmation letter to your mailing address on file.
9. If you have any questions, email [Member.Help@state.nm.us](mailto:Member.Help@state.nm.us), call 1-866-691-2345 or visit [www.nmerb.org](http://www.nmerb.org).
10. Keep a copy of this application for your records.