



# ERB Steps to Retirement

## Pre-retirement Actions

Register for your MyNMERB account or log into your existing MyNMERB account.

If you are considering retirement within the next 12 months, you should request an audited benefit estimate. To make this request, please download the Benefit Estimate Request Form from the Forms page of this website and follow the instructions.

## Application Submission Guidelines

Please submit your Retirement Application at least 90 days (3 months) prior to your anticipated retirement date to avoid any delay in the processing of your application. Note that ERB will mail your Final Retirement documents approximately 45 days prior to your effective retirement date. (See Section II on reverse side.)

The guidelines in the table illustrate the timeline submitting your application to ERB.

Application Submission Guidelines	
My Situation	Recommended Time Frame
I am on a nine-month or ten-month contract.	Early January of the year of your July 1 retirement
I have NMPERA service credits.	6 months in advance
All other situations.	3 months in advance

## Section I: Retirement Application

### Step 1 – Member Completion

#### Notify Employer

If you are an active employee, ERB recommends you notify your employer before your desired effective date of retirement. You may request a retirement application from your Human Resources Office or download one from the ERB Forms page.

#### Application Page 1

Please fill out the Completed by Member section of application.

#### Please note the following definitions:

**Active Member** – a member who is actively employed and planning to retire.

**Inactive Member** – a member who is no longer employed by an ERB employer.

#### Submission Deadline

ERB must receive your completed retirement application before your desired effective date of retirement. If it is not received before your effective retirement date, your application will be cancelled, and you must begin the process again and ERB will not issue a retroactive payment(s).

### Application Review

Whether you are an Active or Inactive Member, once your application has been reviewed by ERB, a letter indicating whether your application was accepted or rejected will be sent to your address. Note: Please confirm that your mailing address is correct with your current or former employer.

Once your application has been accepted by ERB, ERB will calculate your pension benefit and mail your Final Retirement Documents.

### Step 2 – Employer Certification

#### Active Member

If you are an Active Member planning to retire, you should submit your application to your employer with the Completed by Member Section filled out.

If you are currently employed by an ERB employer or terminated employment less than 90 days before your effective retirement date, your employer must complete the Employer Certification section of the application.

After the Employer Certification section of the application has been completed by your employer, your application is ready to submit to ERB. If you are working for multiple ERB employers, you must submit a separate application from each employer.

#### Inactive Members

If you are an Inactive Member who terminated employment more than 90 days prior to your effective retirement date, you do not need to complete the Employer Certification section of the application.

*(See reverse side for Section II: Final Retirement Documents)*

## Application Tips

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### Only Original Documents Will Be Accepted

ERB will only accept an original version of your retirement application or one submitted via DocuSign. ERB will reject applications received by email, copied versions and those received by facsimile. Failure to adhere to this requirement will delay your retirement process.

### Provide Requested 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).

### Beneficiary Information

Please provide all requested information on the beneficiary section of the application. Estimates and payments are based on your benefit selection (Option A, B, or C). The Internal Revenue Service (IRS) prohibits the selection of Option B for a non-spousal beneficiary who is more than 10 years younger than the retiree. Designation of a beneficiary is required on your Final Retirement Documents.

Special Needs Trust: Please note, if you are designating a Special Needs Trust, you must include proof of age for the selected beneficiary of the Trust along with supporting Legal Trust Documentation.

### Instruction for Divorced Members

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, it is your responsibility to inform ERB of any and all court mandates related to the divorce before your retirement application will be processed. If you have questions or concerns, please contact us by dialing 1-800-663-1919.

### Widow/Widower

If you are widowed, please note that a copy of your spouse's death certificate must be submitted along with your retirement application.

## Section II: Final Retirement Documents

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ERB will mail your Final Retirement Documents requesting that you complete and submit to ERB approximately 45 days (6 weeks) prior to your effective retirement date. When you receive your Final Retirement Documents, you will need to select a pension payment option.

### Step 3 – Complete and return the following Final Retirement documents to ERB.

You will need to complete and return the following documents to us:

**Final Selection of Benefit Form.** Please note: This form must be notarized.

**Direct Deposit Authorization.** When submitting this form, you must include a voided check or a completed Direct Deposit Form from your current Financial Institution.

**Federal and New Mexico state tax withholding forms** (substitute W-4P)

**Returning to Work (RTW) After Retirement Notice**

**Permanently Reduced Rate Calculation Notice** (if applicable for the Rule of 75/80)

### Step 4 – Enjoy Retirement

Once ERB has received all required documents, you will be placed on payroll and a letter will be mailed to your address. Your monthly benefit payment will be direct deposited into your bank account on the last working day of each month. For your convenience, you may review your Retiree Annual Statement online through your MyNMERB account.

During your retirement, please notify ERB directly if you have changes in your personal situation to avoid any interruptions to your pension or to the payment of a beneficiary. Please keep the following information current with ERB:

- mailing address
- banking information
- marital status
- beneficiary status

## Contact Us

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### Hours

Monday – Friday  
8:00AM – 5:00PM

### Mailing Address

P.O. Box 26129  
Santa Fe, NM 87502

### Email

Member.Help@erb.nm.gov

**Website:** [www.erb.nm.gov](http://www.erb.nm.gov)

### Phone Numbers

Santa Fe & Albuquerque  
Call Center: 505-585-3510  
Toll Free: 1-800-663-1919

### Fax Number

Santa Fe and Albuquerque  
Member Services Fax:  
1-866-463-9221

### Locations

**Santa Fe** (Main Office)  
701 Camino De Los Marquez  
Santa Fe, NM 87505

### Albuquerque Office

Email or call ahead for an appointment.  
8500 Menaul Blvd., Ste. B-450  
Albuquerque, NM 87112