



Welcome to your Retirement Exit Counseling session. This program marks a very important milestone in your life – your decision to retire after years of working in a public school career. The Public School Employees’ Retirement System is pleased to have this opportunity to meet with you and help you prepare for your retirement. This program will last approximately 90 minutes.

Before getting started, just a few instructions about how our virtual meeting environment will work. There are a couple of different ways that we can communicate. First, everyone should have their microphones or phones muted. If you have called in by phone you can hit \*6 to unmute. If you have joined via the TEAMS app you can unmute your microphone by clicking on the microphone icon. If you have questions during the meeting you can either use the chat feature or the raise hand feature and I will unmute you so that you can ask your question for the good of the group. I will periodically stop during the presentation to take questions.

PSERS policy prohibits the filming, videotaping or audio recording of PSERS meetings. In addition, any solicitations for business of any type are prohibited and any such action will require the offender to be dismissed from the meeting.

**We have provided you with some attachments, on your confirmation email and also attached to this meeting that includes the following, which you should have in front of you during this meeting:**

- Application for Retirement
- Exit Counseling Checklist
- Retirement Processing Requirements/**Retirement Tracker Handout**
- Health Insurance/Premium Assistance handout
- HOP Information Request card
- Health Insurance Coverage for Eligible PSERS Retirees Handout

My name is (your name here!) I am a Regional Representative/Regional Office Administrator from the (your

office's name) Regional Office, located in (your office's city).



# AGENDA

Review of your retirement estimate

Completion of your *Application for Retirement*



Retirement Exit Counseling 2024-2025

The purpose of this session is to help you understand the important decisions you must make in applying for your retirement benefits. The Exit Counseling presentation includes general information about benefits available to eligible members under the Public School Employees' Retirement Code ("Code"). The presentation does not represent or include every provision of the Code and/or rules that govern PSERS and are not intended to amend or extend the provisions of the Code.

**This presentation will focus on Defined Benefit Plans. Members who have membership class TG or TH will need to contact Voya for information on options regarding your Defined Contribution Plan benefits and options.**

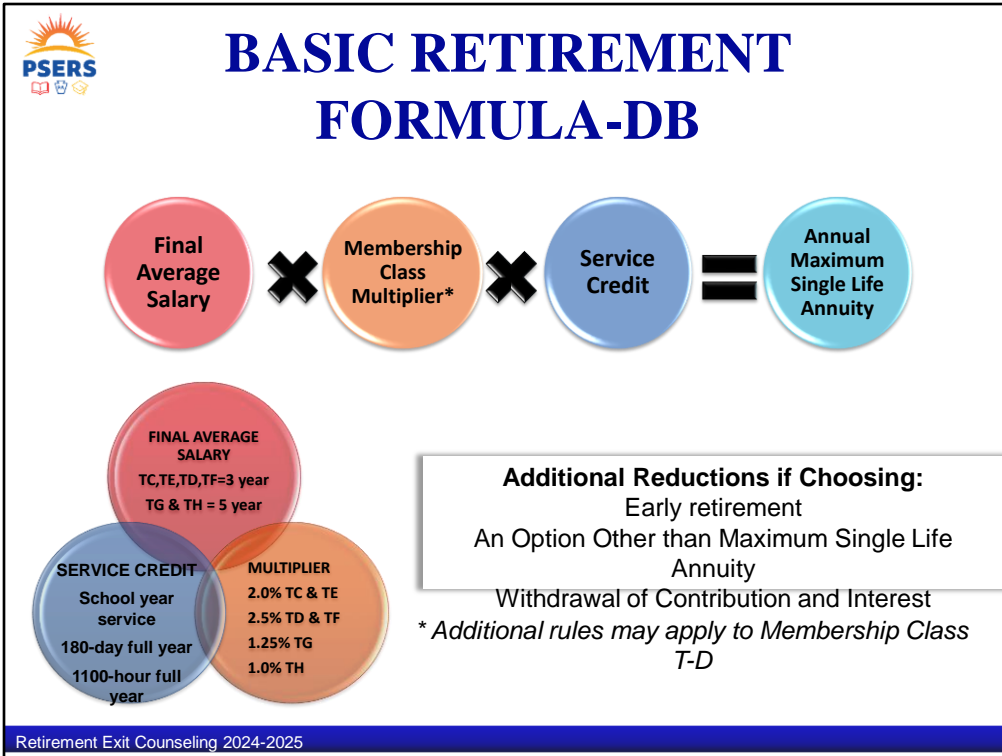
***Staff FYI: Voya can be reached at 833-432-6627 or you can access your Voya account through the MSS portal.***

First, we will review your retirement estimate.

Second, completion of the Application for Retirement with a step-by-step walk-through of all the forms and paperwork required to retire. You are not be REQUIRED to file your application with PSERS today, nor are you required to finalize your decisions while you are here. If you have already decided, however, you should successfully have your entire application completed by the end of this session. It is recommended that you complete as much of the application as possible while you are here.

***STAFF FYI – Emphasize the importance of completing the application and related paperwork during the counseling session to ensure accuracy and avoid delays in processing.***

Third, review the general information important to all members who are retiring.



The formula used to calculate your gross retirement benefits takes into consideration your final average salary, your membership class, and your years of credited service.

Multiplying the components together gives you the maximum single life annuity (MSLA) with no withdrawal of contributions and interest. If you are not eligible for normal retirement, this resulting amount is multiplied by a reducing factor to calculate your early retirement benefit. Your PSERS plan offers options other than the MSLA with no withdrawal of contributions and interest, which result in further reduction of the gross benefit.

**Final Average Salary (FAS):** Generally, the final average salary is the average of a member's highest compensation received during any three school years (class T-C, T-D, T-E, T-F) or any five school years (class T-G and T-H). Included in the calculation of your FAS is any extra compensation for additional duties such as overtime or work as a coach or department head, etc. Payment for unused sick or personal leave or bonuses received because of your retiring are NOT included in the FAS calculation.

For school years in which you rendered part-time service, your compensation may be annualized. In other words, the compensation you receive for part-time service may be calculated as if you worked full time, applied against the fractional portion of the service

you rendered for the school year.

For terminations before the end of the school year, the partial salary for that year may be used in combination with a proportionate percentage of a prior school year.

**Membership Class:** You were enrolled in one of the six membership classes based on when you first became eligible for PSERS membership.

If you became a qualifying member of PSERS prior to July 1, 2011, your membership class is either Class T-C or Class T-D. With Class T-C service, the multiplier is 2.0, meaning you get 2% of your final average salary for every year of Class T-C service you have. If you are a Class T-D member you have a 2.5% multiplier, so you get 2.5% of your FAS for each year of Class T-D service. If you were hired before July 1, 2001 you had an opportunity to elect to become a Class T-D member to get the higher multiplier. If you were hired between July 1, 2001 and June 30, 2011 you were automatically enrolled in Class T-D.

*Speaker FYI:*

*Class T-D members who have Class T-C service, have their Class T-C service calculated with a 2.0% multiplier.*

If you were first enrolled on or after July 1, 2011 you were enrolled in Class T-E by default. T-E uses the 2.0% multiplier for all service credit. You had a one-time opportunity to elect Class T-F membership which uses a 2.5% multiplier.

If you were first enrolled on or after July 1, 2019, you were enrolled in Class T-G by default. T-G uses the 1.25% multiplier for all service credit. You had a one-time opportunity to elect Class T-H (or DC) membership which uses a 1.0% multiplier.

**Years of Service:** Credited service accrual is based on a school or fiscal year (i.e., from July 1 to June 30). If you are a salaried or per diem employee, 180 days of service = 1 full year of credit. If you are hourly, 1100 hours is usually the amount needed to reach 1 full year of credit. If you worked less than the 180 days or 1100 hours in a school year, you will receive partial credit for that year. Partial-year service credit is calculated by dividing the days or hours worked by 180 for days, or by 1100 for hours. Please note that you cannot receive credit for more than 1 year of service in any school year.



# EARLY RETIREMENT ESTIMATE

## CLASS T-D EXAMPLE

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RITA RETIREE  
246 WALNUT CIRCLE  
HAPPYTOWN PA 55555-5555

PSERS ID: 3456789

DATE OF RETIREMENT – JUNE 30, 2025

Your Birthdate:	05/18/1970	Final Average Salary:	\$ 55,300
Your Gender:	F	Years of Service:	25.00
Survivor Annuitant's Birthdate:	08/16/1968	Class T-D Service:	24.00
Survivor Annuitant's Gender:	M	Class T-C Service:	1.00
Pre-87 Investment in Contract:			\$0.00
Post-86 Investment in Contract:			\$2,275.00
Contributions:			\$57,775.00
Interest:			\$31,698.00
Total Contributions and Interest:			\$91,748.00

Retirement Exit Counseling 2024-2025

Our sample retiree, Rita Retiree is eligible for an early retirement as she is 55 years old with 25 years of service. The first page of the PSERS staff-prepared estimate will be like the information on this screen. Everything will be projected to your planned date of retirement. Review your personal information for accuracy.



# EARLY RETIREMENT ESTIMATE

## CLASS T-D EXAMPLE

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RITA RETIREE  
246 WALNUT CIRCLE  
HAPPYTOWN PA 55555-5555

PSERS ID: 3456789

**DATE OF RETIREMENT – JUNE 30, 2025**

Your Birthdate:	05/18/1970	Final Average Salary:	\$ 55,300
Your Gender:	F	Years of Service:	25.00
Survivor Annuitant's Birthdate:	08/16/1968	Class T-D Service:	24.00
Survivor Annuitant's Gender:	M	Class T-C Service:	1.00
Pre-87 Investment in Contract:			\$0.00
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Contributions:			\$57,775.00
Interest:			\$31,698.00
Total Contributions and Interest:			\$91,748.00

**Type of retirement:** Your estimate will say either Early or Normal Retirement at the top. If your estimate says Normal Retirement estimate, you have met the criteria for your membership class where there is no reduction in your monthly benefit. If your estimate says Early retirement, the reducing factors are already incorporated into the estimate.

*Staff FYI:*

*Class T-C and Class T-D*

- You are age 62 with at least one (1) full year of credited service at the time you terminate active or inactive service.*
- You are age 60 and have 30 or more years of credited service.*
- You have at least 35 years of credited service regardless of age.*

*Class T-E and Class T-F*

- You are age 65 with at least three (3) years of credited service at the time you terminate active or inactive service.*



- *You attain at least 35 years of credited service and reach an age that in combination is equal to or greater than 92 (for example, 36 years of service plus age 56 equals 92).*

#### *Class T-G*

- *You are age 67 with at least three (3) years of credited service at the time you terminate active or inactive service.*
- *You attain at least 35 years of credited service and reach an age that in combination is equal to or greater than 97 (for example, 35 years of service plus age 62 equals 97).*

#### *Class T-H*

- *You are age 67 with at least three (3) years of credited service at the time you terminate active or inactive service.*

**Date of retirement:** Everything projected to the planned date of retirement that you provided to us. Actual date of retirement will be determined by termination information provided electronically by your employer unless you select a later date. Your date of retirement is normally the day following your termination date provided PSERS receives your *Application for Retirement* within 90 days of that date. You may choose to delay your retirement to qualify for benefits that require age attainment, such as age 55/25 years of service early retirement.

**Personal/Survivor information:** Review your personal/survivor annuitant information for accuracy. Survivor annuitant information must be provided to calculate joint survivor options. These are based on member's age and survivor annuitant's age at retirement.



# EARLY RETIREMENT ESTIMATE

## CLASS T-D EXAMPLE

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RITA RETIREE  
246 WALNUT CIRCLE  
HAPPYTOWN PA 55555-5555

PSERS ID: 3456789

DATE OF RETIREMENT – JUNE 30, 2025

Your Birthdate: 05/18/1970

Your Gender: F

Survivor Annuitant's Birthdate: 08/16/1968

Survivor Annuitant's Gender: M

Final Average Salary: \$ 55,300

Years of Service: 25.00

Class T-D Service: 24.00

Class T-C Service: 1.00

Pre-87 Investment in Contract: \$0.00

Post-86 Investment in Contract: \$2,275.00

Contributions: \$57,775.00

Interest: \$31,698.00

Total Contributions and Interest: \$91,748.00

Retirement Exit Counseling 2024-2025

**Final Average Salary (FAS):** Average of three or five highest school years depending on your membership class. It is important to note that the FAS used on the estimate is not necessarily the member's actual FAS—this will be calculated at the time his or her retirement benefit is finalized.

**Years of service:** Projected to date of retirement and broken down by membership class. If you have any service that you still need to purchase, you have until your last paid day of employment to submit an application to purchase service credit.



# EARLY RETIREMENT ESTIMATE

## CLASS T-D EXAMPLE

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Interest:			\$31,698.00
Total Contributions and Interest:			\$91,748.00

Retirement Exit Counseling 2024-2025

### CONTRIBUTIONS AND INTEREST

**Pre-87 Investment In Contract(Speaker FYI):** These funds may be included in your account. These are previously taxed contributions withheld from your salary prior to January 1, 1983 and/or payments you made prior to January 1, 1987 to purchase service credits. This amount of money is eligible to be withdrawn as a tax-free lump-sum payment. Tax-free contributions may be directly rolled over into certain qualified retirement plans--Individual Retirement Account (regular), 401(a), Simplified Employee Plan, Safe Harbor 401(k) Annuity 403(b).

Effective January 1, 2008, IRS regulations , or Tax Sheltered allow you to roll over your Pre-87 Investment-in-Contract contributions to a ROTH IRA as long as you meet IRS income limitations. PSERS, however, will not roll over your tax-free contributions directly to a ROTH IRA. Please consult with your tax advisor or financial institution regarding eligibility. If not withdrawn, these monies are treated like Post-86 Investment-in-Contract.

**Post-86 Investment-in-Contract:** This represents payments you may have made after 1986 for the purchase of service with PSERS. This money was previously taxed but it is not eligible for a lump-sum tax-free withdrawal. For tax purposes, these

funds will be excluded from taxable income on your monthly pension spread over your expected lifetime using the IRS Simplified General Rule.



# EARLY RETIREMENT ESTIMATE

## CLASS T-D EXAMPLE

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RITA RETIREE  
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Retirement Exit Counseling 2024-2025

### CONTRIBUTIONS AND INTEREST CONTINUED

**Taxable Contributions:** These are also known as pick-up contributions which represents non-taxed contributions withheld from your salary after 1982. This amount will include any payments you have made for a purchase of service with PSERS through a direct rollover using taxable funds.

**Interest:** This represents the non-taxed interest paid on your account at 4% per year.



# EARLY RETIREMENT ESTIMATE

## CLASS T-D EXAMPLE

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HAPPYTOWN PA 55555-5555

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<b>Total Contributions and Interest:</b>	<b>\$91,748.00</b>

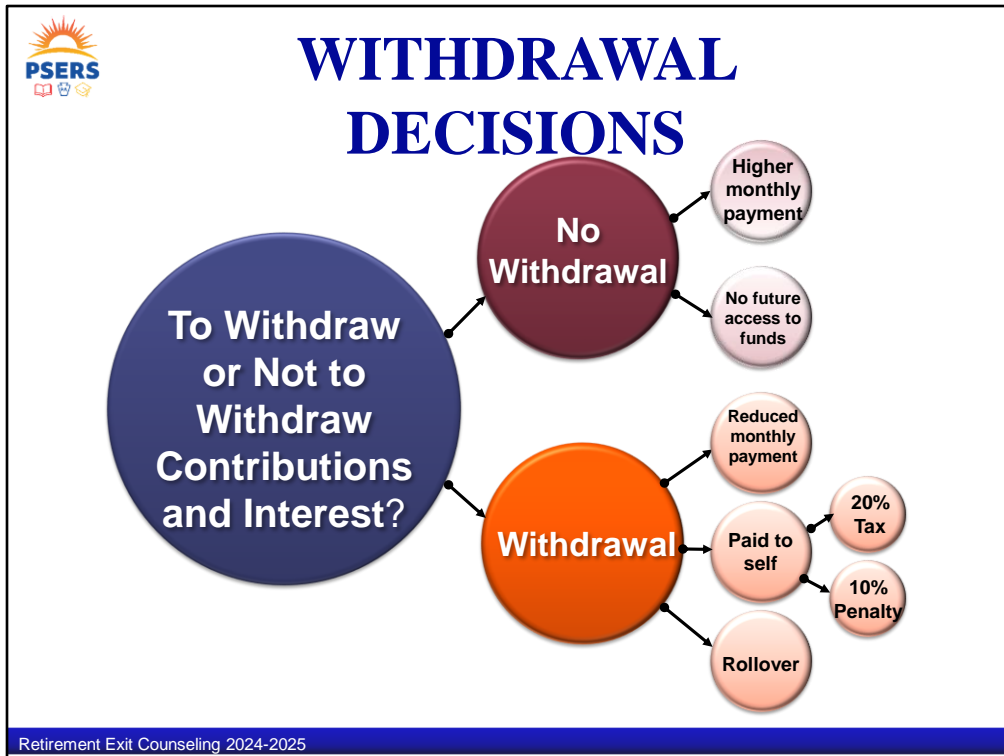
Retirement Exit Counseling 2024-2025

### PAYMENT OPTIONS FOR LUMP SUM WITHDRAWS

**Direct Payment to Member:** The IRS requires that PSERS withhold 20% Federal Income Tax from the taxable lump sum portion paid directly to you and remit it to the IRS. Ultimately, you will be taxed in accordance with your personal Federal Income Tax bracket. You have 60 days to roll over to a qualified plan any taxable money paid directly to you; however, PSERS will not return the 20% tax withheld. If you are under age 55 in the calendar year that you terminate your employment, an additional 10% early retirement tax may apply. You are responsible for paying the 10% tax on early distributions directly to the IRS. PSERS does not deduct this additional tax, but you must pay it when filing your annual federal tax return.

**Direct Rollovers:** You may directly roll over any portion of your money into an eligible retirement plan. Taxes will not be withheld from any money that PSERS sends to an eligible retirement plan as a direct rollover. The IRS has special rules about rollovers and distributions when you reach your Required Beginning Age. The IRS defines the Required Beginning Age as 70 1/2 if a member was born on or before June 30, 1949, or age 72 if a member was born on or after July 1, 1949. You may not

be able to roll over 100% of your contributions and interest; PSERS will roll over only the amount allowed by IRS regulations.



At retirement, you must decide if you want to withdraw any or all of your personal contributions and interest. If you choose not to withdraw contributions and interest, you will receive a higher monthly payment than you would have received if you had withdrawn any of those funds in a lump sum. Keep in mind, you will not have any future access to or control over funds you leave with PSERS.

If you choose to withdraw your contributions and interest, there will be a reduction in the amount of your monthly payment. The more contributions and interest you withdraw, the more it reduces your payment amount. Withdraw of contributions and interest has a larger impact for members in classes TE, TF, TG, and TH which could possibly result in only receiving your contributions and interest and not receiving a monthly payment.

Talking Points for members with \$0 benefit after withdrawing all C&I

If you withdraw all your contributions and interest, your PSERS account will have no remaining value from which to pay you a monthly retirement benefit. Upon distribution of your funds, your account will be considered 'refunded' and you will be eligible for no further benefits. You will not be eligible to receive any of the potential benefits available to PSERS retirees.

In addition to forfeiting a lifetime monthly retirement check, you must also understand the following:



- There will be no potential death benefits for your estate or any beneficiaries.
- Neither you, nor your dependents will have access to group health insurance through PSERS Health Options Program (HOP).
- You will not be eligible to receive Premium Assistance, even if you would have otherwise qualified as a PSERS retiree.
- You will not have any opportunity to change your mind if you later decide that you would have preferred to receive a retirement benefit.

You may wish to consider leaving some, or all your total contributions and interest in your retirement account so you qualify for a lifetime monthly retirement benefit, as well as other benefits available to PSERS retirees.

Other considerations:

- You can vest, or delay receiving a distribution from your account until a later time when your account value may be greater.
- If you refund, you may be eligible to purchase previously refunded service if you become an active and contributing member of PSERS again in the future or become an active and contributing member of the State Employees' Retirement System (SERS) due to commonwealth employment.

STAFF FYIs

There is no Intent to Change period for refunds. Member cannot do any of the following after the refund is processed:

Any money that you withdraw in a lump sum can either be paid directly to you minus taxes or rolled over to a tax deferred account on your behalf.

**Direct Payment to Member:** If you choose to have the lump sum paid directly to yourself, PSERS as required by federal law will withhold 20% and send it to the IRS for your federal taxes. Ultimately, you will be taxed according to your federal tax bracket, so if the 20% is too much or too little withholding depending on your other income for the year, the difference is made up the next time you file your taxes. If you are under age 55 in the calendar year that you terminate your employment, an additional 10% early retirement tax may apply. You are responsible for paying the 10% tax on early distributions directly to the IRS. PSERS does not deduct this additional tax, but you must pay it when filing your annual federal tax return.

**Direct Rollovers:** If you prefer to defer taxes and possibly avoid the 10% early retirement penalty, you can choose to roll over any portion of your money into an eligible retirement plan. Taxes will not be withheld from any money PSERS sends to an eligible retirement plan

as a direct rollover. The IRS has special rules about rollovers and distributions when you reach your Required Beginning Age. The IRS defines the Required Beginning Age as 70 ½ if a member was born on or before June 30, 1949, or age 72 if a member was born on or after July 1, 1949. You may not be able to roll over 100% of your contributions and interest; PSERS will roll over only the amount allowed by IRS regulations.



# MONTHLY ANNUITY TABLES

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<i>Condition</i>	<i>Monthly Check</i>	<i>Death Benefit Protected</i>	<i>Years Until Death Benefit Is Depleted</i>	<i>Percent of Benefit That Is Taxable</i>
Withdrawing No Money	\$ 2,000	\$ 91,748	3 years 10 months	99.58%
Withdrawing Your Pre-87 Funds (\$0)	\$ 2,000	\$ 91,748	3 years 10 months	99.58%
Withdrawing All Of Your Eligible Money (\$91,748.00)	\$ 1,557	\$ 0		99.65%
Withdrawing A Specific Amount (\$60,000.00)	\$ 1,714	\$ 31,748	1 years 7 months	99.68%

Retirement Exit Counseling 2024-2025

## WITHDRAW CONDITIONS

Your retirement estimate contains a table under each monthly payment plan. These tables help you better understand the impact on your monthly benefit amount when you withdraw some or all of your contributions and interest.

The following conditions are the same for all monthly payment plans:

**First condition:** This leaves all of your contributions and interest in PSERS, providing you with a the highest monthly benefit available to you under the option.

**Second condition:** If applicable, this shows what your payments would be if you withdraw only your tax-free funds (Pre-87).

**Third condition:** This shows what your payments would be if you withdraw all of your eligible contributions and interest.

If you request to see the withdrawal of just a specific amount of contributions and interest on your estimate, you will see a fourth condition that details your projected payments if you were to withdraw only that portion.

With these conditions in mind, there are four standard monthly payment options.



# SINGLE LIFE ANNUITIES MAXIMUM & OPTION 1

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<i>Condition</i>	<i>Monthly Check</i>	<i>Death Benefit Protected</i>	<i>Years Until Death Benefit Is Depleted</i>	<i>Percent of Benefit That Is Taxable</i>
Withdrawing No Money	\$ 2,000	\$ 91,748	3 years 10 months	99.58%
Withdrawing Your Pre-87 Funds (\$0)	\$ 2,000	\$ 91,748	3 years 10 months	99.58%
Withdrawing All Of Your Eligible Money (\$91,748.00)	\$ 1,557	\$ 0		99.65%
Withdrawing A Specific Amount (\$60,000.00)	\$ 1,714	\$ 31,748	1 years 7 months	99.68%

Retirement Exit Counseling 2024-2025

OPTIONAL SLIDE – This slide was suggestion because staff do this anyway but it was not highlighted like the condition column was.

## SINGLE LIFE ANNUITIES (MAXIMUM AND OPTION 1)

The table for your single life annuities (Maximum and Option 1) shows you four columns of information

Column 1 shows your monthly check amount for each withdrawal decision

Column 2 shows the death benefit that is protected under each withdrawal decision (this is the guaranteed amount that would be received out of your retirement if something happens to you before the allotted time).

Column 3 shows the Years until Death Benefit is Depleted – (this is the allotted time that there would be a death benefit (if any) should something happen to you before the end of this timeframe) This is a declining death benefit.

Column 4 shows the Percent of your benefit that is taxable- Your benefit is taxable at 100% unless you have Pre-87 or Post-86 money in your account. If this is the case then the taxable amount is different under each condition of withdrawal



# MAXIMUM SINGLE LIFE ANNUITY

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<i>Condition</i>	<i>Monthly Check</i>	<i>Death Benefit Protected</i>	<i>Years Until Death Benefit Is Depleted</i>	<i>Percent of Benefit That Is Taxable</i>
Withdrawing No Money	\$ 2,000	\$ 91,748	3 years 10 months	99.58%
Withdrawing Your Pre-87 Funds (\$0)	\$ 2,000	\$ 91,748	3 years 10 months	99.58%
Withdrawing All Of Your Eligible Money (\$91,748.00)	\$ 1,557	\$ 0		99.65%
Withdrawing A Specific Amount (\$60,000.00)	\$ 1,714	\$ 31,748	1 years 7 months	99.68%

Retirement Exit Counseling 2024-2025

## MAXIMUM SINGLE LIFE ANNUITY

This provides the maximum monthly benefit amount available for your lifetime. If at the time of your death you have not received an amount equal to your contributions and interest, then the remaining balance is paid to your beneficiary(ies). Under this option, you may name more than one beneficiary and you can change your beneficiary(ies) at any time.

This option provides a declining death benefit. Every month when you receive your payment, the death benefit is reduced by the amount of the payment you received. Once you have received this guaranteed amount, there is no money remaining for your beneficiary(ies). Remember, though, your monthly benefit is guaranteed to you for your lifetime no matter how long you may live.



# OPTION 1 (SINGLE LIFE ANNUITY)

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Condition	Monthly Check	Death Benefit Protected	Years Until Death Benefit Is Depleted	Percent of Benefit That Is Taxable
Withdrawing No Money	\$ 1,946	\$ 419,657	17 years 12 months	99.55%
Withdrawing Your Pre-87 Funds (\$0)	\$ 1,946	\$ 419,657	17 years 12 months	99.55%
Withdrawing All Of Your Eligible Money (\$91,748.00)	\$ 1,514	\$ 327,909	17 years 12 months	99.63%
Withdrawing A Specific Amount (\$60,000.00)	\$ 1,667	\$ 359,657	17 years 12 months	99.67%

Retirement Exit Counseling 2024-2025

## OPTION 1 (SINGLE LIFE ANNUITY)

Your monthly benefit is reduced and a “Present Value” is assigned to your account. The total value of your account is based on the amount of money PSERS expects to pay you over the rest of your anticipated life. If at the time of your death you have not received in monthly benefits an amount equal to your account’s Present Value, then the balance is paid to your beneficiary(ies).

This option provides a declining death benefit. Every month when you receive your payment, the death benefit is reduced by the amount of the payment you received. Once you have received this guaranteed amount, there is no money remaining for your beneficiary(ies). Remember, though, your monthly benefit is guaranteed to you for your lifetime no matter how long you may live.

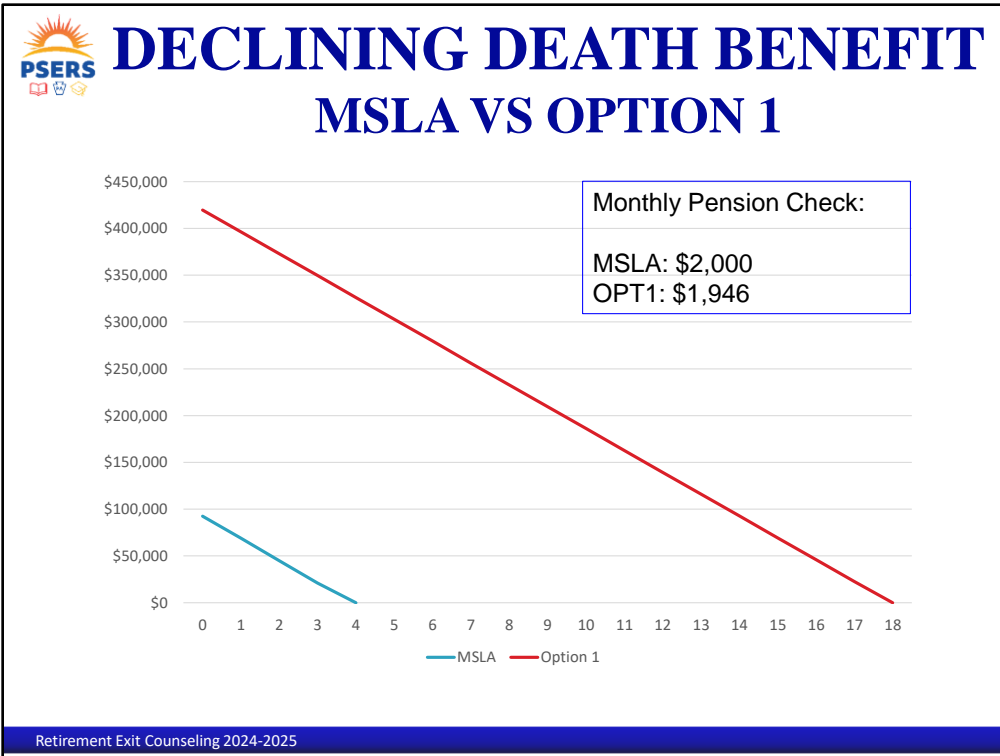
Under this option, you may name more than one beneficiary and you can change your beneficiary(ies) at any time.

*Speaker FYI: Generally, the death benefit will be depleted in 12 to 18 years from retirement.*

*Speaker FYI: Due to the calculation for withdraw of contributions and interest for TE and TF members being based on the full rate of return, there is a larger impact on an Option 1 death benefit as well as the monthly benefit for these members than there is for TC and TD members. Our sample estimate shows a dollar-for-dollar reduction of the death benefit for a TD member.*

**\*\*\*\*BE CAREFUL HOW YOU PHRASE YOUR EXPLANATION OF OPTION 1 DEATH BENEFIT UNDER THE WITHDRAW CONDITION IN LIGHT OF THIS\*\*\*\***





### OPTIONAL SLIDE

This slide shows a comparison of the death benefit for MSLA and Option 1, using the information from Rita Retiree’s estimate. You’ll recall that under MSLA, the death benefit starts at \$92,948 (the amount of the Contributions and Interest in the account), while the death benefit under Option 1 starts out at \$419,647 (the Present Value of the account).

Each month the death benefit is reduced by the gross value of the monthly retirement check.

Remember: your monthly benefit will be paid to you for the rest of your life, even if the death benefit is depleted.



# SURVIVOR ANNUITY OPTIONS

## Option 2, 3 & Special

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<i>Condition</i>	<i>Monthly Check</i>	<i>Monthly Check (Survivor Annuitant)</i>	<i>Percent of Benefit That Is Taxable</i>
Withdrawing No Money	\$ 1,826	\$ 1,826	99.54%
Withdrawing Your Pre-87 Funds (\$0)	\$ 1,826	\$ 1,826	99.54%
Withdrawing All Of Your Eligible Money (\$91,748.00)	\$ 1,421	\$ 1,421	99.61%
Withdrawing A Specific Amount (\$60,000.00)	\$1,565	\$1,565	99.65%

Retirement Exit Counseling 2024-2025

OPTIONAL SLIDE – This slide is just to point out the difference in the chart (specifically) death benefit between single life annuities and Joint Survivor Annuities.

The next Options I am going to show you are the Survivor Annuity Options. The table for these options looks a little different because the death benefit is different from the single life annuities. With the survivor options your guaranteed to supply monthly income to a named survivor annuitant upon your death.

Column 1 – shows you your monthly benefit amount under each condition of withdrawal (just like the single life annuity chart)

Column 2 – shows you the monthly benefit amount you would be choosing to supply your named survivor annuitant after you die.

Column 3 – shows your percent of benefit that is taxable under each condition of withdrawal (just like the single life annuity chart.)



## OPTION 2 (SURVIVOR ANNUITY)

**E  
X  
A  
M  
P  
L  
E**

<i>Condition</i>	<i>Monthly Check</i>	<i>Monthly Check (Survivor Annuitant)</i>	<i>Percent of Benefit That Is Taxable</i>
Withdrawing No Money	\$ 1,826	\$ 1,826	99.54%
Withdrawing Your Pre-87 Funds (\$0)	\$ 1,826	\$ 1,826	99.54%
Withdrawing All Of Your Eligible Money (\$91,748.00)	\$ 1,421	\$ 1,421	99.61%
Withdrawing A Specific Amount (\$60,000.00)	\$1,565	\$1,565	99.65%

Retirement Exit Counseling 2024-2025

### Option 2 (Joint Survivor Annuity)

Your monthly benefit is reduced based on your age and the age of your survivor annuitant at retirement. The younger the survivor, the more your benefit is reduced. At the time of your death, the same monthly benefit is paid to your survivor annuitant throughout his or her lifetime. Due to federal restrictions, Option 2 may not be available if providing for a designated survivor other than a spouse.

You may name only one designated survivor and you will select this individual at the time of your retirement.



## OPTION 3 (SURVIVOR ANNUITY)

**E  
X  
A  
M  
P  
L  
E**

<i>Condition</i>	<i>Monthly Check</i>	<i>Monthly Check (Survivor Annuitant)</i>	<i>Percent of Benefit That Is Taxable</i>
Withdrawing No Money	\$ 1,909	\$ 954	99.56%
Withdrawing Your Pre-87 Funds (\$0)	\$ 1,909	\$ 954	99.56%
Withdrawing All Of Your Eligible Money (\$91,748.00)	\$ 1,486	\$ 743	99.63%
Withdrawing A Specific Amount (\$60,000.00)	\$1,636	\$818	99.66%

Retirement Exit Counseling 2024-2025

### Option 3 (Joint Survivor Annuity)

Your monthly benefit is reduced based on your age and the age of your survivor annuitant at retirement. The younger the survivor, the more your benefit is reduced. At the time of your death, one-half of your monthly benefit is paid to your survivor annuitant throughout his or her lifetime. You may name only one designated survivor and you will select this individual at the time of your retirement.



# SPECIAL OPTION

## 75% EXAMPLE

**E  
X  
A  
M  
P  
L  
E**

<i>Condition</i>	<i>Monthly Check</i>	<i>Monthly Check (Survivor Annuitant)</i>	<i>Percent of Benefit That Is Taxable</i>
Withdrawing No Money	\$ 1,866	\$ 1,400	99.55%
Withdrawing Your Pre-87 Funds (\$0)	\$ 1,866	\$ 1,400	99.55%
Withdrawing All Of Your Eligible Money (\$91,748.00)	\$ 1,453	\$ 1,089	99.62%
Withdrawing A Specific Amount (\$60,000.00)	\$1,599	\$1,199	99.65%

Retirement Exit Counseling 2024-2025

### EXAMPLE – SPECIAL OPTION

In addition to the four standard monthly payment options, a Special Option or Customized Option may also be available for you to consider. A special option is also a joint survivor annuity, but you can select any percentage or any dollar amount with which to protect your survivor annuitant. In this example, the survivor will receive 75% of the member's benefit at the time of the member's death.



# ADDITIONAL INFORMATION AND OPTIONS

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## Change in Option/Survivor

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## Change in Marital Status

---

## Customized Options



Retirement Exit Counseling 2024-2025

### **Change in Option/Designated Survivor**

Under Options 2, 3, or 4 (if it included a survivor annuitant), you may name a new survivor annuitant and/or elect a different option only if your marital status changes or your designated survivor annuitant dies before you. PSERS will recalculate your monthly benefit based on your new option. If you name a new survivor annuitant, your benefit will be recalculated based on your age as well as your new survivor annuitant's age. Depending on your new option and/or new survivor annuitant information, your monthly benefit may be further reduced. If your survivor annuitant dies before you and you do not elect a different option, your monthly benefit will not change. Special rules apply if you are divorced.

### **Change in Marital Status**

In the case of divorce, the former spouse may not be automatically retained as the beneficiary or survivor annuitant under Pennsylvania law. Unless there is a Domestic Relations Order (DRO) which specifically grants the payment of the benefit to your ex-spouse, it is considered by PSERS as though your survivor died before you. If you wish to keep your ex-spouse as your designated survivor/beneficiary, you must inform PSERS in writing.

### **Customized Option**


A customized option may be requested if none of the other retirement options suit your needs. The customized option must provide for the payment of a level monthly benefit. **Example:** Protect two people (i.e. provide monthly income for two designated survivors following member's death).

If you are considering a customized option, it is suggested that you make your request in

- Signature



# APPLICATION FOR RETIREMENT

Commonwealth of Pennsylvania - Public School Employees' Retirement System 5 N 5th Street Harrisburg PA, 17101-1905 Toll-free: 1.888.773.7749 www.psers.pa.gov Fax: 717.772.3860 PSRS-8 (01/2023)	<b>Application for Retirement</b> 	0008 Mail Center
--	---	---------------------

To have your retirement start the day after your termination date, the Public School Employees' Retirement System (PSERS) must receive this application within 90 days of your termination date (provided by your employer).

Member's Initials **RR**

What do you expect your last day of work to be?  -  -   
Month Day Year

After 90 days beyond your termination date, your retirement date will be the date the application is received by PSERS unless you complete **Section 11**.

According to Internal Revenue Service (IRS) regulations, a member must begin to receive a benefit from PSERS by April 1 of the year following the calendar year in which a terminated vested member reaches their Required Beginning Age or when an active member terminates service after having attained their Required Beginning Age. The IRS defines the Required Beginning Age as 70 1/2 if a member was born on or before June 30, 1949, or age 72 if a member was born on or after July 1, 1949.

## 1 - Member Information

Member Name	Rita Retiree	Member Address	
PSERS ID or SSN	123-45-1732	Apt or Suite	
Gender	Female	Mailing Address	246 Walnut Circle
Date of Birth	05/18/1969	City	Happytown
		State & Zip Code	PA 55555-5555
		Daytime Phone	222-333-4444
		Evening Phone	222-333-6666
		Email Address	rretiree@email.com

At the top of the application, above the member information, enter your anticipated termination date; i.e. your last day of work or leave of absence. If you are leaving in June, this is usually the last day of the school year. Although you are providing us with this date, ultimately, your termination date will be determined by your employer.

## SECTION 1

Enter your name, Social Security number, gender and date of birth in the fields provided. Enter your home delivery address. If your address will be changing within the initial processing period, please indicate the effective date of that change. Make sure you change your email address to your personal email address, especially if you have an MSS account and have been using a district email address. Otherwise, you will not receive important email updates from PSERS.





# APPLICATION FOR RETIREMENT

## 2 - Multiple Service

If you are/were a member of the Commonwealth of Pennsylvania State Employees' Retirement System (SERS), indicate the name of the state agency(ies) in which you were employed (e.g., PennDOT, Department of Health, Department of Public Welfare, state university, community college, or any other employer under SERS).

Name of State Agency(ies) \_\_\_\_\_  
\_\_\_\_\_

Retirement Exit Counseling 2024-2025

## SECTION 2

If you are/were a member of the State Employees' Retirement System of Pennsylvania (SERS) and elected multiple service membership, indicate the name of the State Agency and the approximate number of years of State service rendered or dates of employment. Members enrolled prior to October 2, 1975 who have had continuous service may elect Multiple Service at any time prior to their termination date; otherwise, the election had specific deadlines.



# APPLICATION FOR RETIREMENT

## 3 - Previous Retirement

Did you previously retire and receive a monthly benefit from PSERS? *(Check one)*

Yes       No

Retirement Exit Counseling 2024-2025

## SECTION 3

If this is not the first time you are retiring from PSERS, please indicate yes; otherwise, check no.



# APPLICATION FOR RETIREMENT

## 4 - Withdrawal of Contributions and Interest

In addition to receiving your monthly benefit, generally, you may withdraw an amount equal to or less than the sum of your contributions and interest. The amount of money you withdraw will reduce your monthly benefit; the more you withdraw, the greater the reduction.

If you would like to initiate a "direct rollover" of all, or a specific amount, of the taxable money you withdraw into another eligible retirement plan, you must indicate this in Part C and complete the *Authorization for Direct Rollover* (PSRS-1264) form.

- A) Do you want to withdraw Contributions and Interest? *(must check one)*
- NO (skip to Section 5 – Monthly Payment Plan. Do not complete Parts B and C below.)
  - YES (continue below)
- B) If yes, how much would you like to withdraw? *(must check/complete one)*
- All Contributions and Interest
  - Specific Amount \$ \_\_\_\_\_
  - Pre-87 Investment in Contract / Tax-Free ONLY *(if applicable)*
- C) Where would you like your monies distributed?
- Direct Deposit *(to you)*
    - 100% of the taxable amount
    - Specific amount \$ \_\_\_\_\_
  - Direct Rollover *(to another financial institution via check)*
    - 100% of the taxable amount
    - Specific amount \$ \_\_\_\_\_
  - Pre-87 Investment in Contract / Tax-Free ONLY *(if applicable)*
    - Direct Deposit *(to you)*
    - Direct Rollover *(to another financial institution via check)*

The taxable amount of your withdrawal will be subject to a mandatory 20% federal tax withholding. If you wish to withhold at a rate more than 20%, enter the percentage you would like to withhold:

\_\_\_\_\_ %

Section 4 is where you tell PSERS what decision you have made regarding the withdrawal of the Contributions and Interest portion of your benefit.



# APPLICATION FOR RETIREMENT

In addition to receiving your monthly benefit, generally, you may withdraw an amount equal to or less than the sum of your contributions and interest. The amount of money you withdraw will reduce your monthly benefit; the more you withdraw, the greater the reduction.

If you would like to initiate a "direct rollover" of all, or a specific amount, of the taxable money you withdraw into another eligible retirement plan, you must indicate this in Part C and complete the *Authorization for Direct Rollover* (PSRS-1264) form.

- A) Do you want to withdraw Contributions and Interest?** *(must check one)*
- NO (skip to Section 5 – Monthly Payment Plan. Do not complete Parts B and C below.)
  - YES (continue below)
- B) If yes, how much would you like to withdraw?** *(must check/complete one)*
- All Contributions and Interest
  - Specific Amount \$ 60,000
  - Pre-87 Investment in Contract / Tax-Free ONLY *(if applicable)*

Retirement Exit Counseling 2024-2025

Under letter **A** you will answer the question “Do you want to withdraw Contributions and Interest?”

- If you mark “No” under letter A you are choosing to leave your contributions and interest in the fund and receive a guaranteed higher monthly benefit for your lifetime.
- If you mark “Yes” under letter A it is mandatory for you to continue to fill out section B and C.

Under letter **B** you will be letting PSERS know how much you would like to withdraw. (Remember, you have the decision to take all or just a portion of you Contributions and Interest.)

- Mark “All Contributions and Interest” if it is your decision to take the whole lump sum of money
- Mark “Specific Amount” and provide the specific amount if you are choosing to withdraw just a portion of the lump sum.
- Mark “Pre-87 Investment in Contract/Tax-Free Only” if you have these type of funds on your account AND you wish to withdraw only those funds.



# APPLICATION FOR RETIREMENT

C) Where would you like your monies distributed?

Direct Deposit (to you)

100% of the taxable amount

Specific amount \$ \_\_\_\_\_

Direct Rollover (to another financial institution via check)

100% of the taxable amount

Specific amount \$ 60,000

Pre-87 Investment in Contract / Tax-Free ONLY (if applicable)

Direct Deposit (to you)

Direct Rollover (to another financial institution via check)

The taxable amount of your withdrawal will be subject to a mandatory 20% federal tax withholding. If you wish to withhold at a rate more than 20%, enter the percentage you would like to withhold:

\_\_\_\_\_ %

Retirement Exit Counseling 2024-2025

Under letter C you will be letting PSERS know what you have decided to do with the lump sum of money you are choosing to withdraw so that we know where to distribute these funds when your application is processed.

- Mark Direct Deposit box if you are choosing to have any portion of the lump sum paid directly to yourself.
- Mark 100% of the taxable amount if you would like all of the funds selected in letter B sent directly to yourself (Less the mandatory 20% federal tax withholding)
- Mark Specific amount and provide the specific amount of the funds selected in letter B that you would like sent directly to yourself (Less the mandatory 20% federal tax withholding)

**Note: If you wish to withhold at a rate more than the mandatory 20% you can enter the percentage you would like PSERS to provide to the IRS in the box at the bottom of the section.**

- Mark "Direct Rollover" if you will be directly rolling any funds to another financial institution. (Remember- if this is one of your choices you will need to submit a completed *Authorization for Direct Rollover* (PSRS-1264) form along with your application.
- Mark "100% of the taxable amount if you would like all of the funds selected in letter B sent directly to a financial institution.
- Mark Specific amount and provide the specific amount of the funds selected in letter B that you would like sent directly to the financial institution.

**Note:** You can also choose to have a portion of your contributions and interest paid directly to yourself (minus taxes) and a portion directly rolled over to a tax deferred account. If you are having some of your taxable funds paid to yourself and some directly rolled over, you need to give a specific amount for one and the other should be "balance". The balance portion would be disbursed 30 days after the initial payment.

- Mark "Pre-87 Investment In Contract/Tax-Free Only" (if applicable)
  - Mark "Direct Deposit (to you)" if you have Pre-87 funds in your account and you would like them sent directly to you tax free.
  - Mark "Direct Rollover" (to another financial institution via check) if you will be directly rolling any funds to another financial institution. (Remember- if this is one of your choices you will need to submit a completed *Authorization for Direct Rollover* (PSRS-1264) form along with your application and the form must indicate that the financial institution will accept tax-free funds)



# APPLICATION FOR RETIREMENT

Member's Initials  
*RR*

SSN or PSERS ID  
123456

**5 - Monthly Payment Plan** *(Must check one)*

<input type="checkbox"/> <b>Maximum Single Life Annuity</b>	This provides the maximum monthly benefit amount available. If at the time of your death you have not received an amount equal to your contributions and interest, then the balance is paid to your beneficiary(ies). Under this option, you may name more than one beneficiary and you can change your beneficiary(ies) at any time. If the <i>Nomination of Beneficiary</i> is left blank, PSERS will use the beneficiary information already on file. <i>(Name at least one beneficiary in Section 7.)</i>
<input type="checkbox"/> <b>Option 1</b>	Your monthly benefit is reduced and a present value is assigned to your account at retirement. If at the time of your death you have not received in monthly benefits an amount equal to your account's present value at the time of retirement, then the balance is paid to your beneficiary(ies). Under this option, you may name more than one beneficiary and you can change your beneficiary(ies) at any time. If the <i>Nomination of Beneficiary</i> is left blank, PSERS will use the beneficiary information already on file. <i>(Name at least one beneficiary in Section 7.)</i>
<input type="checkbox"/> <b>Option 2</b>	Your monthly benefit is reduced based on your age and the age of your survivor annuitant at retirement. At the time of your death, the same monthly benefit is paid to your survivor annuitant throughout his/her lifetime. Under this option you may name only one survivor annuitant. <i>(Name one survivor annuitant in Section 8, and submit proof of his/her birth date with this application.)</i>
<input type="checkbox"/> <b>Option 3</b>	Your monthly benefit is reduced based on your age and the age of your survivor annuitant at retirement. At the time of your death, one-half of your monthly benefit is paid to your survivor annuitant throughout his/her lifetime. Under this option, you may name only one survivor annuitant. <i>(Name one survivor annuitant in Section 8, and submit proof of his/her birth date with this application.)</i>
<input type="checkbox"/> <b>Customized Option</b>	You will receive a monthly payment for life based on a plan of your own actuarially equivalent design other than those listed above. This plan must be approved by PSERS.  Check one: <input type="checkbox"/> Special Option _____ % <i>(Name one survivor annuitant in Section 8 and submit proof of his/her birth date with this application)</i> <input type="checkbox"/> Other <i>(attach description of your plan request)</i>

## SECTION 5

You must choose one monthly payment plan even if you have elected to withdraw all of your contributions and interest in Section 4. If needed, please refer to your estimate to confirm your option selection. The retirement option you elect is irrevocable after your date of retirement or after the date your Application for Retirement is filed with PSERS, whichever is later. The only exception would be if you, the member, file the Intent to Change form by the designated deadline.



# APPLICATION FOR RETIREMENT

## 6 - Federal Income Tax Withholding on Monthly Pension Payments

Federal income tax can be withheld from your PSERS monthly pension payment. You may select an option other than the default tax rate. **If this section is not completed or a properly completed PSERS W-4P Federal Tax Withholding Certificate for Annuity Payments (PSRS-996) form is not timely received, PSERS will withhold federal taxes based on the default tax rate of single with no adjustments.** Please choose one of the following:

- Default: Single with No Adjustments**
- Withhold Taxes at a Different Rate or Withhold No Taxes:** You must complete the PSERS W-4P Federal Tax Withholding Certificate for Annuity Payments form and submit it with this application. If we do not receive a W-4P form, we will withhold your federal taxes at the default based on single with no adjustments. *Note: Withholding no federal income tax does not release you from tax liability.*

Change your withholding at any time on the Member Self-Service Portal or by submitting a W4-P to PSERS.

Retirement Exit Counseling 2024-2025

## SECTION 6

Beginning in 2023, the IRS is making changes to the information they require to determine tax withholding amounts. Taxes will be withheld based on the default of single with no adjustments. If you want to make another election, you will need to complete a W-4P and submit it with your application.



# APPLICATION FOR RETIREMENT

EXAMPLE

SSN or PSERS ID **12456** Member's Initials **RR**

**7 - Primary Beneficiary - Maximum Single Life Annuity, Option 1, or Customized Option**

Indicate the percentage for each person (i.e., 25%, 33 1/3%, 50%, etc.). Percentages must equal 100%. If you name more than four primary beneficiaries, complete a Nomination of Beneficiaries Addendum (PSRS-1253) and attach it to this application. If any primary beneficiary is under 18 years of age, complete the Guardian information. Complete all information (percentage, name, address, social security number, etc.)

%	Name (first, middle initial, last)	Address (street, city, state, zip code)	Social Security Number	Date of Birth	Gender	Relationship
100	Bob Retiree	246 Walnut Circle Happytown, PA 55555	000-11-2222	8/16/1967	Male	Spouse

**Secondary Beneficiary Information (Optional)**

Completion of this section is optional. In the event all primary beneficiaries are deceased, the person(s) named will receive the balance of your contributions and interest, or the balance of the present value of your retirement benefit. Indicate the percentage for each person (i.e., 25%, 33 1/3%, 50%, etc.). Percentages must equal 100%. If you name more than four secondary beneficiaries, complete a Nomination of Beneficiaries Addendum (PSRS-1253) and attach it to this application. If any secondary beneficiary is under 18 years of age, complete the Guardian information.

%	Name (first, middle initial, last)	Address (street, city, state, zip code)	Social Security Number	Date of Birth	Gender	Relationship

**Guardian Information**

This portion must be completed if any primary or secondary beneficiary is under 18 years of age. You may not list yourself as a guardian for either a primary or secondary beneficiary.

Minor Beneficiary's Name (first, middle initial, last)	Guardian's Name (first, middle initial, last)	Guardian's Address (street, city, state, zip code)

Application for Retirement Page 4 of 7

Change your beneficiary(ies) any time.  
 Use our Member Self-Service (MSS) Portal  
 OR  
 Submit a PSRS 187 - Nomination of Beneficiaries form to PSERS.

## SECTION 7

If you elected the Maximum Single Life Annuity, Option 1, or a Customized Option which provides a death benefit, you are strongly encouraged to provide information about your beneficiary(ies). All information including the birthdate and SSN of all beneficiaries should be completed. If any beneficiary is under 18 years of age, you must name a Guardian for that beneficiary. If you name more than one beneficiary, you must indicate the percentage to be paid to each person. Percentages must equal 100%.

Once your death benefit is depleted under the Maximum Single Life Annuity or Option 1, any pro-rated benefits due you upon your death will be paid to your next-of-kin or estate.

*STAFF FYI: If member does not want the beneficiary/survivor annuitant named to be effective until their date of retirement, they can indicate that on the Application or they can hold their Application until their date of retirement. Also, if the member chooses, they can make the Option 2, 3 or Special election binding upon receipt of the Application for*



*Retirement. \*\*beneficiary's social security information is not required, although preferred. (See Bus. Rule – NOB-2012-01.3)*



# APPLICATION FOR RETIREMENT

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E

Member's Initials SSN or PSERS ID 123456

**8 - Survivor Annuant - Option 2, 3, or Customized Option**

Name only one survivor annuitant. Attach proof of the survivor annuitant's date of birth. PSERS will accept the following documents for validating a member or survivor annuitant's date of birth:

1. Birth certificate
2. Baptismal record
3. Selective Service record
4. Armed Forces discharge (DD Form 214)
5. Passport (need not be current)
6. School record
7. Life insurance policy
8. Naturalization record
9. Alien registration record
10. PennDOT-issued photo ID (need not be current)
11. Current driver's license or non-driver photo ID issued by any of the 50 states or U.S. territories or possessions
12. Military ID (DD Form 2) or its equivalent

*Include proof of the survivor annuitant's date of birth copied onto a 8 1/2 x 11 sheet of paper. Please do not use staples.*

**Survivor Annuant Information**

Note: If your Customized Option protects more than one survivor annuitant, the name, address, social security number, date of birth, gender, and relationship should be included in the description in your attached plan request.

Survivor Annuant Name (first, middle initial, last)	Survivor Annuant Address (street, city, state, zip code)	Social Security Number	Date of Birth	Gender	Relationship
Bob Retiree	246 Walnut Circle Happytown, PA 5555	000-11-2222	8/16/1967	Male	Spouse

**Guardian Information**

This portion must be completed if the survivor annuitant is under 18 years of age. You may not list yourself as a guardian for the survivor annuitant.

Minor Survivor Annuant's Name (first, middle initial, last)	Guardian's Name (first, middle initial, last)	Guardian's Address (street, city, state, zip code)

Retirement Exit Counseling 2024-2025

## SECTION 8

If you elected Option 2, 3, Special or Customized, which provides a monthly benefit to your survivor annuitant for life after your death, you must include the survivor annuitant's personal information. You must submit a copy of your survivor annuitant's proof of birth on a separate full sheet of paper with your application. Write your name and Social Security number on the copy of the survivor annuitant's proof of birth.

Remember, benefits payable to your survivor annuitant may be limited if providing for a survivor other than a spouse. If you are selecting a survivor other than your spouse, you must notify the counselor when your Application is reviewed.

Once your Application for Retirement is submitted, the beneficiary/survivor annuitant information on the Application will take effect immediately. This election will supersede all previous beneficiary forms on file. If you elected Option 1, this option will become effective upon receipt of the Application by PSERS. Consequently, if you have elected the Maximum Single Life Annuity, Option 2, Option 3 or a Special Option, that option election will not become effective until the date of your retirement. If the member should die prior to the effective date of retirement, PSERS will presume that Option 1 was elected, with the person designated on the Application for Retirement, as either the beneficiary or survivor annuitant, to be the beneficiary of the Option 1 death benefit.

*(Refer to MDIB Chart, if needed.)*



# APPLICATION FOR RETIREMENT

SSN or PSERS ID 123456

Member's Initials  
RR

## 9 - Retirement Exit Counseling

PSERS strongly recommends that all members attend a small group PSERS *Retirement Exit Counseling* session. You may waive your counseling rights, although it is not recommended. Please check one of the boxes below and complete the appropriate information:

I attended a *Retirement Exit Counseling* session conducted by PSERS.

Date of Counseling Session  
Month Day Year

\_\_\_\_\_  
Name of PSERS Representative

I am waiving my right to a *Retirement Exit Counseling* session.

Retirement Exit Counseling 2024-2025

## SECTION 9

Please place a check mark in the “I attended...” box. Write today’s date in the “date of counseling session” and write my name in the “name of PSERS representative” field. Leave the “I am waiving...” box blank.



# APPLICATION FOR RETIREMENT

E  
X  
A  
M  
P  
L  
E

**10 - Direct Deposit/Electronic Funds Transfer**

PSERS **requires** that any withdrawal of benefits that is paid directly to you be paid through direct deposit. **This section must be thoroughly completed to begin receipt of your retirement benefits.**

Depositor Account Number  
8 8 8 7 7 3 7 7 4 8

Name of Financial Institution (include branch designation, if applicable)  
US Bank

Area Code/Telephone Number  
2 2 2 - 4 4 4 - 9 8 7 6

Address of Financial Institution  
123 American Street

City  
Happytown

State  
PA


Zip Code (Optional)  
5 5 5 5 5 - 5 5 5 5

Routing Number  
1 2 3 4 5 6 7 8 9

Account Type to be Credited (check one)  
 Checking  Savings

**NOTE:** Routing number should be the first 9 digits of the number at the bottom left on your check. See example for location of Routing Number and Depositor Account Number.

If you are unsure which numbers to use, please contact your financial institution to clarify the appropriate information.



ROUTING NUMBER      DEPOSITOR ACCOUNT NUMBER

## DIRECT DEPOSIT CHANGES:

Update your direct deposit information through your MSS.

Changes can take up to **60 days** to be effective.

Retirement Exit Counseling 2024-2025

## SECTION 10

This section is required to have your retirement benefits directly deposited into the bank or financial institution of your choice. Do not include a dash, space, and/or any additional numbers after the account number on the direct deposit form. Monthly benefits are deposited on the last business day of each month. Direct Deposit is mandatory. **Once on payroll you have ability to update your direct deposit information through your MSS.**

*Staff FYI – If a member does not have a bank account, have them place an “X” and write “see attached” over this section. Instruct the member to attach a letter providing details regarding WHY they cannot get a bank account. Without the letter, PSERS will not process the benefit.*



# ROUTING NUMBER AND ACCOUNT NUMBER EXAMPLE

John Q. Public  
123 Main Street  
Your Town, USA 12345-6789

Date \_\_\_\_\_

Pay to the order of \_\_\_\_\_

DOLLARS \_\_\_\_\_

Memo \_\_\_\_\_

000067891 23456789 101

Routing/Transit  
Number

Account  
Number

Retirement Exit Counseling 2024-2025

Please refer to this example to assist in finding the location of your routing and account number. **Once on payroll you have ability to update your direct deposit information through your MSS.**



# APPLICATION FOR RETIREMENT

Member's Initials <i>RR</i>	SSN or PSERS ID 123456
<b>11 - Delaying Your Date of Retirement (Optional)</b>	
<p>The date of your retirement is normally the day following your termination date if the <i>Application for Retirement</i> is properly filed within 90 days after your termination date.</p> <p>You may wish to delay your retirement date to qualify for benefits that require age attainment, such as age 62 for normal retirement, or age 55 for the 55/25 early retirement. There may be other situations where delaying your retirement date could be to your advantage. Contact your PSERS regional representative if you are considering using a date other than the day after your termination date.</p> <p>Complete the following information <b>only</b> if you wish to <b>delay</b> your retirement date*.</p> <p>Specific date      <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>                                     Month            Day                            Year</p> <p>*This date must be later than both your last day of work and termination date provided by your employer. To be valid, your application must be received prior to your selected future date. The exception is if your application is received within 90 days of your termination or your normal retirement date, this selection will be honored. Otherwise, your date of retirement will be the day your application is received.</p> <p><i>Note: Delaying your retirement until normal retirement age will not automatically make you eligible for premium assistance. In order to be eligible for premium assistance, you must have 15 or more years of credited service and must terminate school service on or after the day before attaining normal retirement age.</i></p>	

## SECTION 11

Your date of retirement is normally the day following your termination date provided PSERS receives your Application within 90 days of that date. You may choose to delay your retirement to qualify for benefits that require age attainment, such as age 55 for achieve 55/25 years early retirement. If you choose to delay your date of retirement, you must complete this section. To be valid, the “delay” date must be later than your termination date and after the date your application is received by PSERS. **The exception is if your application is received within 90 days of your termination or your normal retirement date, this section will be honored. Otherwise, your date of retirement will be the day your application is received.**

If you plan to indicate a delayed date, please mention this when we review your application together. We can discuss the pros/cons of doing so, to ensure you understand all of the repercussions of doing so.

FYI

Normal Retirement eligibility :

Class T-C & Class T-D – Age 62 at termination with at least 1 year of service, age 60 w/30 years of service or 35 total years of service credit

Class T-E & Class T-F – Age 65 at termination with at least 3 years of service or 35 years of service and member age totaling no less than 92

Class T-G

- You are age 67 with at least three (3) years of credited service at the time you terminate active or inactive service.
- You attain at least 35 years of credited service and reach an age that in combination is equal to or greater than 97 (for example, 35 years of service plus age 62 equals 97).

Class T-H

- You are age 67 with at least three (3) years of credited service at the time you terminate active or inactive service.



# APPLICATION FOR RETIREMENT

## 12 - Court Order

**Must check one:**

- I certify that there is **no existing** court order or pending divorce proceeding which affects or will affect the distribution of my benefit to someone other than myself.
- I certify that there is an **existing** court order\* or pending divorce proceeding which affects or will affect the distribution of my benefit to someone other than myself. *(Attach a copy of the order.)*

\* Please specify:       Child/Spousal Support       Divorce

Any falsification of this certification may subject you to contempt of court or to criminal liability under 18 Pa. C.S.A. Section 4904 (Unsworn Falsifications to Authorities).

Retirement Exit Counseling 2024-2025

## SECTION 12

Indicate whether or not there is an existing court order or pending divorce proceeding which affects or will affect the distribution of your retirement benefits to someone other than yourself. If checking that there is an existing court order or pending divorce, please indicate the appropriate type.

Do not delay submission of your Application for Retirement, if your divorce is not yet finalized.

*STAFF FYI: If member's account is flagged as a "Divorce Account", there may be a delay in processing their retirement benefit until PSERS receives an ADRO (Approved Domestic Relations Order) and Divorce Decree or waiver from the spouse. Divorce accounts with an alternate payee are normally processed in one step (benefit is finalized immediately).*





# APPLICATION FOR RETIREMENT

## 13 - Member Certification

- ◆ I certify that all statements made on this application are true and correct.
- ◆ I understand that the terms of my retirement are binding unless I file an *Intent to Change the Terms of the Retirement Plan* within the date specified in my retirement benefit letter.
- ◆ I understand that as a retiree, I am not permitted to work in a PA public school except under the emergency, shortage of personnel and extracurricular employment provisions as defined in the Retirement Code. Furthermore, I understand that the final determination of these provisions belongs to PSERS and I should contact PSERS if I am unsure or have any questions. If I return to active service with any PSERS employer (or SERS if I have elected Multiple Service) outside of these provisions, my PSERS retirement payments and any premium assistance payments will cease effective with the date of my return to service.

Member's Signature

*Rita Retiree*

Date Signed

XX-XX-20XX

Retirement Exit Counseling 2024-2025

## SECTION 13

You must sign and date your application. Your signature certifies that all of the information supplied is correct, and that you also understand the additional items reviewed in this section.

Speaker FYI: If the member has had significant assistance in completing the Retirement Application, please make sure the member signs or makes their mark in the signature area of the Retirement Application.

The counselor should then indicate in the comments area on the Exit Counseling Checklist that the member had assistance in completion of the Retirement Application.



# AUTHORIZATION FOR DIRECT ROLLOVER

Part A - Member Information <i>(Must be completed by member)</i>			
Member Name	Rita Retiree	Apt or Suite	
Social Security#	123-45-1732	Mailing Address	246 Walnut Circle
Gender	Female	City	Happytown
Date of Birth	09/18/1969	State & Zip Code	PA 55555-5555
		Home/Cell Phone	(222) 333-4444
I understand . . .			
<ul style="list-style-type: none"><li>• If my financial institution named in Part B will NOT accept a direct rollover because of the minimum threshold amount imposed by said financial institution, PSERS will make the payment to me minus 20 percent mandatory federal income tax.</li><li>• If I decide to change the financial institution after PSERS has processed my payment, it is my responsibility to transfer the funds from the financial institution named in Part B to the new financial institution.</li></ul>			
I certify that I am the primary beneficiary and/or sole owner of the "Eligible Retirement Plan" into which this amount is being directly rolled over.			
I hereby affirm that the foregoing information is true and correct to the best of my knowledge and belief; said affirmation is being made subject to the penalties prescribed by 18 Pa. C.S.A. Section 4904 (Unsworn Falsifications to Authorities).			
Member Signature <i>(required)</i>	Rita Retiree		Date Signed xx-xx-xxxx

You must complete Part A of the Authorization for Direct Rollover form and sign it.



# AUTHORIZATION FOR DIRECT ROLLOVER

Section completed by your financial institution or their authorized representative.

Part B - Financial Institution Information <i>(Must be completed by financial institution)</i>		
Depositor's Account Number <i>(optional)</i>	Financial Institution Name	
Mailing Address		
City	State	Zip Code + 4
<p>Financial Institution Agreement: We certify that this account is an "Eligible Retirement Plan," created or organized in the USA, as defined by the Internal Revenue Code (IRC Sections 401(a)(31)(D), 402(c)(8)(A) and (B)). We further certify that the named account holder is the primary beneficiary and/or sole owner of this "Eligible Retirement Plan."</p> <p>The funds must be rolled over into one of these types of "Eligible Retirement Plans":</p> <p><input type="checkbox"/> Traditional IRA   <input type="checkbox"/> 401(k)   <input type="checkbox"/> 403(b)   <input type="checkbox"/> Governmental 457(b)   <input type="checkbox"/> SEP-IRA   <input type="checkbox"/> Another defined benefit plan</p> <p><input type="checkbox"/> Check this box <b>only</b> if this institution <b>cannot accept</b> tax-free funds.  <input type="checkbox"/> Check this box <b>only</b> if this account <b>cannot accept</b> additional monies after the initial rollover.  <input type="checkbox"/> Check this box <b>only</b> if the financial institution has a minimum threshold for deposit. The minimum threshold amount is \$ _____.</p>		
Financial Institution Authorized Signature <i>(required)</i>	Telephone Number (   )   Ext.	Date Signed
Printed Name of Institution Signatory	Title <i>(printed)</i>	



**IMPORTANT INFORMATION FOR THE FINANCIAL INSTITUTION:**  
PSERS will make rollover checks payable to whatever financial institution is named in the Financial Institution Information line on the Authorization for Direct Rollover form.

Part B of the Authorization for Direct Rollover form must be completed. Be sure the financial institution indicates the type of rollover account. Also, it will assist PSERS in our processing if the last four digits of the zip code is included in the address.

It is your responsibility to ensure all information on the Authorization for Direct Rollover is legible and correct. If your check for your rollover is returned to PSERS due to bad information, the payment will then be sent directly to you minus 20 percent federal withholding tax.

PSERS strongly recommends that the completed Rollover form (both parts) be submitted along with the Application for Retirement to avoid delay of processing of your retirement benefits. PSERS will not accept a financial institution's rollover form in lieu of PSERS rollover form.

*Staff FYI: We will accept a financial institution's rollover form if the member completes Parts A & B of PSERS' rollover form and signs the form. Member must also sign the financial institution's rollover form. Account information on both Part B and the financial institution's form*

*must be in agreement.*



# DC Distribution Options

## Distributions available the later of:

- 30 days after termination date reported by your employer(s), or
- Last day of the month in which your employer reports your final work report

### Balance over \$5,000

#### Distribution Options:

- Full distribution
- Partial distribution
- Installments
- Annuity

### Balance of \$5,000 or less

- 90 days to request distribution or rollover
- Otherwise
  - **Balances \$1,000.01 to \$5,000** – rolled over to Voya IRA
  - **Balances \$1,000 or less** – lump sum payment minus taxes

Retirement Exit Counseling 2024-2025

## USE FOR TG/TH

To be eligible for a distribution from the PSERS DC Plan, you must **separate from all public school employment or retire**. Your distribution is available the later of 30 days after the date of your separation of all employment or retirement as reported by your employer(s), or if you have a balance of contract, then the last day of the month in which your final work report is reported by your employer.

If you are a former public school employee with a balance over \$5,000 in the PSERS DC Plan, you may choose from the following distribution options. Partial distributions and full distributions may be taken as a direct distribution or a rollover to an individual retirement account or another employer retirement plan. Direct distributions are subject to 20% federal withholding taxes and, if under age 59½ or a non-resident alien, additional federal withholding taxes will be withheld unless an exception applies.

- A full distribution is a one-time lump-sum payout for the entire amount of your vested account balance as a direct distribution or a rollover to an eligible retirement account.
- A partial distribution is a portion of your vested account balance as a direct

distribution or a rollover to an eligible retirement account.

- Installments are payments that can be distributed monthly, quarterly, semi-annually, or annually. Installments can also be changed to a full distribution at any time, but they are not distributions that you can roll over.
- An annuity can also be purchased with the distribution of your account to provide you with a guaranteed payment for a specified period of time.

If you are a former public school employee with a balance of \$5,000 or less in the PSERS DC Plan at the time of separation or retirement, you have up to 90 days after the date you are eligible for distribution to request a distribution or rollover of your vested PSERS DC account balance to another qualified plan or to an IRA. If you do not request a distribution or rollover, balances between \$1,000.01 and \$5,000 will be rolled over to a Voya IRA in your name, where it will retain its tax-deferred status. Balances of \$1,000 or less will be paid out directly to you in a lump-sum less applicable federal withholding taxes. Please note, the rules governing distribution provisions may be different than the distribution rules in other qualified plans. A plan's withholding rules for distributions may apply to rollover money from other plans. Prior to rolling money over, you should check with the plan receiving the money about any changes that may affect the distribution options of the rolled-in money.



# RETIREMENT STATUS TRACKER


PSERS is pleased to announce that a status tracker is available in your Member Self-Service (MSS) account.

- Tracks receipt and progress of your retirement application
- Provides an estimated payment date.
- Visit [psers.pa.gov](https://psers.pa.gov) and select the *Member Login (MSS)* link to register or sign in.


Current Status	Application Received at PSERS	Application Reviewed and Determined to Be Valid	Termination Date Confirmed by Employer(s), and Date Has Passed	Final Reporting Received from Employer(s)	Application Processed	Earliest Date the Processing Can Begin	Estimated Completion Date	Earliest Date of First Payment
Application Is Being Processed	05/31/2022	06/03/2022	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	06/01/2022	07/13/2022	


Retirement Exit Counseling 2024-2025


The status tracker allows you to track the status of your application . The tracker can be found in your MSS account under my Retirement application tab once your application is imaged into your account . Please note the current status area for important updates as your application is being worked on for definitions of the status click the question mark in the top right corner .





## MORE INFORMATION AND CONTACTING PSERS


 Visit [www.psers.pa.gov](http://www.psers.pa.gov) for general information and access to your retirement account through the Member Self-Service (MSS) Portal.


 **Account Information and General Questions:**  
1.888.773.7748 (Monday- Friday 8:00 a.m. – 5:00 p.m. \*)

 **Health Care:**  
1.800.773.7725  
[www.hopbenefits.com](http://www.hopbenefits.com)

 **Premium Assistance:**  
1.866.483.5509

 **Email:**  
[ContactPSERS@pa.gov](mailto:ContactPSERS@pa.gov)

 **Mailing Address:**  
PSERS  
5 N 5th Street  
Harrisburg, PA 17101-1905

 **Voya:**  
1-833-432-6627

**\*Call volumes increase towards the end of the day so calling earlier may decrease your wait and ensure that your concerns are promptly addressed.**

Retirement Exit Counseling 2024-2025

Remember, contact us at PSERS any time you have a concern or question because we are here to assist you. (add secure message from FFYF)

If you contact us in writing, be sure to include identifying information so PSERS can review your account.

Please include the following:

- Date
- Your name
- Your PSERS ID, or the last four digits of your social security number
- Inquiry details
- Signature





**Stay in the Know**  
Follow PSERS on Social Media!

Follow @PA\_PSERS on X and @PennPSERS on Facebook for #retirement news and #investment updates.

 @PA\_PSERS

 @PennPSERS

Retirement Exit Counseling 2024-2025

The image is a promotional graphic for PSERS. It features a blue background with a white box on the left containing a screenshot of the PSERS social media profile. The profile name is 'PA Public School Employees' Retirement System' with the handle '@PA\_PSERS'. The bio states: 'PA\_PSERS invests assets & provides retirement benefits for Pennsylvania's public school employees. (Retweets & content of followers ≠ endorsements)'. Location is 'Harrisburg, PA', website is 'psers.pa.gov', and it was joined in September 2019. To the right of the screenshot, the text 'Stay in the Know' is written in large blue font, followed by 'Follow PSERS on Social Media!' in orange. Below this, it says 'Follow @PA\_PSERS on X and @PennPSERS on Facebook for #retirement news and #investment updates.' At the bottom right, there are icons for X and Facebook with their respective handles: '@PA\_PSERS' and '@PennPSERS'. A dark blue footer at the very bottom contains the text 'Retirement Exit Counseling 2024-2025'.

How did we do? We wanted to take a moment to ask you to rate this presentation before we wrap up. It should only take a minute or two to complete but your feedback is helpful in making our presentations better.