

RETIREMENT 101: HOW TO APPLY FOR RETIREMENT



SBCERA offers a variety of resources to assist members in preparing for retirement. You are encouraged to attend a Pre-Retirement Seminar and/or a one-on-one consultation with a Retirement Specialist at least once prior to retirement. However, you can request consultations as needed throughout your career.

Once you have chosen your effective date of retirement, you must apply for retirement. Below are the steps you will take.

- 1. Request a Service Retirement Packet:** Sixty days before your effective date of retirement, notify SBCERA and we will mail you a Service Retirement Packet.
- 2. Complete and Return Your Service Retirement Packet:** Read and complete your packet. You will notice that the Service Retirement Application requires a witness' signature and should be signed in the presence of a witness. In addition, it must be signed and dated no more than 60 days prior to your effective date of retirement. Once completed, you may submit your packet to SBCERA in one of the following ways:
 - a. One-on-One Service Retirement Appointment** – Schedule an SBCERA service retirement appointment. Complete the packet prior to the appointment. You will sign your Service Retirement Application in front of a Retirement Specialist who will serve as your witness.
 - b. Group Service Retirement Appointment** - Attend a group Service Retirement appointment for a final overview of your benefit, learn what to expect as an SBCERA retiree and get answers to any remaining questions. All forms must be completed prior to the appointment. You will sign your application during the presentation and an SBCERA

representative will sign as your witness. SBCERA hosts at least one group appointment per month. Each session is approximately one-hour long and can accommodate up to 10 members and guests.

- c. Complete on Your Own and Return to SBCERA** – If you are unable to come in person, prefer a phone appointment or would prefer not to meet with SBCERA, you may complete your packet on your own and mail it to SBCERA. Be sure to sign your Service Retirement Application in the presence of a witness, who must also sign the application. The witness must be an adult and cannot be your nominated beneficiary.
 - 3. Inform Your Employer:** While you may not be required to notify your employer, we highly encourage you to give your employer as much notice as possible. Once you submit your Service Retirement Application we will notify your employer of your effective date of retirement.
 - 4. Certificate of Retirement:** All Service Retirements are formally approved by the SBCERA Board of Retirement. You will receive an official Certificate of Retirement. You can choose whether to have the certificate mailed to you or your employer.
 - 5. Celebrate! You're Retired:** Shortly after you are put on SBCERA's payroll, you will receive a Certification of Retirement from SBCERA that provides your monthly retirement benefit amount and the factors used to calculate your benefit. Once retired, you will be paid monthly by direct deposit on the last business day of each month.
- Ready to retire?** Contact SBCERA at (909) 885-7980 or request a consultation online at www.SBCERA.org/appointment.