

Be Aware + Prepare

Applying for service retirement

Get Set for Retirement
Preretirement
Fiscal year 2025



Serving those who serve South Carolina

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Applying for service retirement

- Application required; process not automatic.
- May apply up to six months prior to retirement date.
- Must apply no later than 90 days after retirement date.
- Apply online and upload required documents through [Member Access](#).
 - Paper forms are available, if needed.
 - Allow additional time for receipt of and processing paper forms.
- Watch the ["How to Apply for Retirement" video](#).
- Refer to the [Applying for service retirement member checklist](#).
- Do not terminate employment until PEBA provides official notice of your retirement eligibility.

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Required information

- Estimated date of retirement.
- All beneficiary information.
 - Full name, date of birth and Social Security number.
 - For entities, the entity name and tax identification number.
- Federal and state tax withholding designations.
- Bank routing and account numbers for direct deposit.
- Watch the ["What You Need to Apply for Retirement" video](#).

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Required documentation

- Required documentation:
 - Copy of your birth certificate;
 - Copy of your driver's license or state-issued ID card; and
 - Copy of your beneficiaries' birth certificates, if choosing survivor option.
- Upload documents in [Member Access](#).
- Watch the ["What You Need to Apply for Retirement" video](#).

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Important things to consider

- Calculate a benefit estimate in [Member Access](#).¹
- Service credit may not be audited and does not guarantee retirement eligibility. Do not leave employment until PEBA notifies you of your retirement eligibility.
- Eligibility for retiree insurance is different than eligibility for a retirement benefit. Must meet certain eligibility requirements to continue insurance coverage in retirement. Refer to the [Insurance Benefits Guide](#) for more information.
- If retired for more than 30 consecutive days, you may be hired by a participating employer and return to covered employment.
 - You may be subject to an earnings limitation.

¹Estimates are not a guarantee of monthly benefits.

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