


Be Aware + Prepare



Applying for service retirement

Get Set for Retirement | Preretirement
Fiscal year 2022

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When to apply

- Application is required; process is not automatic.
- May apply up to six months prior to retirement date.
- Must apply no later than 90 days after retirement date.

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How to apply

- 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.
- Refer to 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.

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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](#).

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Important things to consider

- Calculate a benefit estimate in Member Access.
- 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.

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