

WHEN YOU ARE READY TO RETIRE

STEP 1: FROM WHICH SYSTEM ARE YOUR RETIRING?

- A. **SCERS:** Contact Payroll/Accounting at (916) 808-8837 at least 6 weeks prior to your planned retirement date.
- B. **CalPERS:** Contact CalPERS to submit your [Retirement Application](#). You can apply up to 120 days prior to your planned retirement date. You can apply online, by mail, or in person. Benefit Services cannot provide CalPERS retirement estimates or calculations.
 - a. Log into your personal [myCalPERS account](#) and apply online. *Applying online is the easiest way to apply for CalPERS retirement.*
 - b. Mail your completed and notarized retirement application (notarization may not be required), along with any other required forms.
 - c. Visit the Sacramento CalPERS office at 400 Q Street, Room 1820, Sacramento, CA 95811, to have a representative review your application and witness signatures in lieu of a notary.

STEP 2: CONTACT SOCIAL SECURITY

If you are eligible for Social Security benefits (age 62) and/or Medicare (age 65), contact Social Security 3 months prior to your retirement date by visiting their website www.socialsecurity.gov or calling 1-800-772-1213.

STEP 3: CONTACT BENEFIT SERVICES

Once you have filed your CalPERS or SCERS retirement paperwork, contact the Benefit Services Division to schedule an appointment.

- A. Schedule an appointment with the [Benefit Services team member](#), assigned to your department.
- B. During your appointment you will:
 - a. Choose [retiree medical, dental, and/or vision benefits](#) if desired.
 - b. Select from eligible options for your leave balances. Reminder: ATO, PTO, and PTA are use or lose. Ability for Holiday Earned to be cashed out varies by labor

Preparing for Your Appointment with Benefit Services



Bring the following to your appointment:

- ✓ Copy of your CalPERS retirement application
- ✓ Leave Balances
- ✓ Your Health ID cards
- ✓ Marriage and/or birth certificates for eligible dependents
- ✓ SSN, DOB, and Health ID cards of dependents (if applicable)
- ✓ Checkbook (for any out of pocket costs)

For additional questions, contact:

Benefit Services
Historic City Hall
915 I Street, Plaza Level
Sacramento, CA 95814
(916) 808-5665

agreement.

- c. Cash out of leave balances will be taxed at 31%, but you may choose to have your leave cash out deposited into your 457(b) plan, up to the IRS limit.
- d. If you do not have a 457(b) account and you wish to have your leave cash out deposited into the 457(b) plan, you must set up an account 4 weeks prior to your retirement date. Visit www.cityofsacretplan.com or complete the Nationwide 457 Enrollment form and fax to 1-877-677-4329.
- e. If you are under age 65, you have the option to continue your life insurance policy directly with the carrier.

STEP 4: PREPARE FOR YOUR MEETING WITH BENEFIT SERVICES

Review [Retiree Benefits](#) information and your [Labor Agreement](#) on the City's website.

- A. Important information to review on the [Retiree Benefits webpage](#) to prepare for your meeting:
 - a. Retiree Health Rates
 - b. Retiree Health Contribution
 - c. Deferred Compensation and Separation from City Service
 - d. Cash-in-Lieu
- B. Labor Agreements
 - a. Review the [Labor Agreement](#) covering your job classification from which you are retiring.