



# LEGISLATORS' AND STATEWIDE ELECTED OFFICIALS' RETIREMENT HANDBOOK

*MSEP • MSEP 2000 • MSEP 2011*

**MOSERS**  
MISSOURI STATE EMPLOYEES' RETIREMENT SYSTEM



# LEGISLATORS' AND STATEWIDE ELECTED OFFICIALS' RETIREMENT HANDBOOK

*MSEP • MSEP 2000 • MSEP 2011*

This member handbook is a summary of the defined benefit pension plan provisions for legislators and statewide elected officials administered by the Missouri State Employees' Retirement System (MOSERS).

The benefits described apply to actively employed legislators and statewide elected officials who are members of the Missouri State Employees' Plan (MSEP), the Missouri State Employees' Plan 2000 (MSEP 2000), or the Missouri State Employees' Plan 2011 (MSEP 2011) on the date this handbook was issued.

For purposes of administering MOSERS benefits, legislators are those members who are elected to or appointed as a member of the Missouri House of Representatives or the Missouri Senate. Statewide elected officials are those who are elected to or appointed to the office of Governor, Lt. Governor, Attorney General, State Auditor, Secretary of State, or Treasurer of the state of Missouri.

The handbook is intended to give you a general idea of your pension benefits and acquaint you with your plan provisions. If there is any difference between the information provided in this handbook and the laws or policies that govern MOSERS, the laws and policies will prevail.



### We Are Here to Help

Benefit counselors are a valuable source of information regarding your benefits and are available to assist you.



### Schedule an Appointment

Speak with a benefit counselor by phone or make an appointment to visit our office. *Our phones tend to be least busy between 8:00 am and 9:00 am.*



### Call Center Hours

Monday–Friday  
8:00 am–12:00 pm  
1:00 pm–4:30 pm



### Contact Us

Toll Free: (800) 827-1063  
In Jefferson City: (573) 632-6100  
Fax: (573) 632-6103



### Visit Us

907 Wildwood Dr  
Jefferson City, MO



### Mailing Address

PO Box 209  
Jefferson City, MO 65102-0209



### Website

[www.mosers.org](http://www.mosers.org)

Log in to **myMOSERS** to access your personal information, submit forms, and more.

### Connect with Us on Social Media

Be sure to follow us on social media. It's a great way to stay informed and learn about your MOSERS benefits. Invite your coworkers to join us, too!



## Overview

The provisions that apply to you are dependent upon your date of employment as a legislator or statewide elected official.

Legislators and statewide elected officials who began working for the state of Missouri in a benefit-eligible position for the first time on or after January 1, 2011, and former members of MSEP and MSEP 2000 who elected a buyout and later returned to state employment, are members of the Missouri State Employees' Plan 2000 (MSEP 2000) but are subject to changes made in accordance with HB 1, as truly agreed and finally passed during the 2010 Special Session of the Missouri General Assembly.

The plan provisions outlined in this handbook apply to all members unless followed by an orange circle (●), blue triangle (▲), or blue square (■), which means the provision applies only to the plan(s) indicated. For your reference we have provided the key below:

#### Plan Key

- MSEP – First employed in a MOSERS benefit-eligible position prior to July 1, 2000, and vested in MSEP
- ▲ MSEP 2000 – First employed in a MOSERS benefit-eligible position on or after July 1, 2000, but prior to January 1, 2011, OR first employed prior to July 1, 2000, but left prior to becoming vested then returned to employment after July 1, 2000
- MSEP 2011 – First employed in a MOSERS benefit-eligible position on or after January 1, 2011, or elected a buyout and returned to state employment

A [Summary of Plan Benefits](#) for legislators and statewide elected officials is available for reference on pages 4 and 5.

You are automatically a member of MOSERS when you take office.

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Review definitions of the terminology used and easily locate information by topic by referring to the [glossary](#) and [index](#) in the back of this handbook.

If you are viewing a PDF of this handbook, use the links provided in blue to quickly locate relevant or additional information about a topic. Click on any topic in the table of contents to go directly to that page.



# Summary of Plan Benefits

## Legislators' Comparison

Benefit Provisions	MSEP	MSEP 2000	MSEP 2011
Member Contributions	• None	• None	• 4% of pay
Vesting <i>Eligible for a future pension</i>	• 3 biennial assemblies (6 years)	• 3 biennial assemblies (6 years)	• 3 biennial assemblies (6 years)
Service Purchases	• May purchase up to 4 years of active-duty military service or qualifying public sector service at subsidized rate; may also purchase public sector service at full actuarial cost	• May purchase up to 4 years of active-duty military service or qualifying public sector service at subsidized rate; may also purchase public sector service at full actuarial cost	• May purchase qualifying public sector service at full actuarial cost
Service Transfers <i>See the Purchasing and Transferring Service Guide (by plan) on MOSERS website</i>	• May transfer qualifying service under <b>104.800, 105.691</b> , or other provisions	• May transfer qualifying service under <b>104.1090, 105.691</b> , or other provisions	• May transfer qualifying service under <b>105.691</b> , or other provisions
Early Retirement Eligibility <i>Age and service required to receive a reduced pension benefit</i>	• Not available	• Not available	• Not available
Normal Retirement Eligibility <i>Age and service required to receive an unreduced pension benefit</i>	• Age 55 + 3 biennial assemblies or • "Rule of 80" – (at least age 48) Age + years of service = 80 or more	• Age 55 + 3 biennial assemblies or • "Rule of 80" – (at least age 50) Age + years of service = 80 or more at time of termination	• Age 62 + 3 biennial assemblies or • "Rule of 90" – (at least age 55) Age + years of service = 90 or more at time of termination  <i>Inactive-vested members ineligible for "Rule of 90"</i>
Base Benefit Formula <i>Monthly benefit payable for life</i>	• Biennial Assemblies x \$150  <i>Future formula increases, if any, may be passed along to retirees</i>	• (Active Pay ÷ 24) x Service  <i>Capped at 100% of pay; future formula increases, if any, will not be passed along to retirees</i>	• (Active Pay ÷ 24) x Service  <i>Capped at 100% of pay; future formula increases, if any, will not be passed along to retirees</i>
Temporary Benefit Formula <i>Stops at age 62</i>	• Not available	• Not available	• Not available
BackDROP Option <i>Lump-sum payment at retirement in addition to reduced monthly pension</i>	• Not available	• Not available	• Not available
Benefit Payment Options <i>Determines whether a benefit will be paid to anyone after member's death</i>	• Life Income Annuity • Unreduced Joint & 50% Survivor • Joint & 100% Survivor • Life Income with – 60 Guaranteed Payments – 120 Guaranteed Payments	• Life Income Annuity • Joint & 50% Survivor • Joint & 100% Survivor • Life Income with – 120 Guaranteed Payments – 180 Guaranteed Payments	• Life Income Annuity • Joint & 50% Survivor • Joint & 100% Survivor • Life Income with – 120 Guaranteed Payments – 180 Guaranteed Payments
Optional Life Insurance <i>Coverage at retirement (if eligible); cannot exceed coverage amount while actively employed</i>	• Maximum of \$60,000	• Maximum of \$60,000  Members retiring under "Rule of 80" may retain coverage beyond \$60,000 until age 62; at age 62, coverage will reduce to \$60,000	• Maximum of \$60,000  Members retiring under "Rule of 90" may retain coverage beyond \$60,000 until age 62; at age 62, coverage will reduce to \$60,000
Cost-of-Living Adjustment (COLA) <i>Helps offset effects of inflation increasing the cost of goods and services</i>	• <b>Sworn in before Aug. 28, 1997</b> Receive 4-5% each year until reaching 65% COLA cap. After reaching cap, the rate is based on 80% of the percentage increase in the average CPI (0-5%)  • <b>Sworn in on/after Aug. 28, 1997</b> Based on 80% of the percentage increase in the average CPI (0-5%)	• Benefit adjustment based on increase in pay for an active member	• Benefit adjustment based on increase in pay for an active member
In-Service COLA <i>Service beyond age 60</i>	• Applicable COLA rate (if eligible)	• Not available	• Not available

- First employed in a MOSERS benefit-eligible position prior to July 1, 2000 and vested in MSEP
- First employed in a MOSERS benefit-eligible position on or after July 1, 2000, but prior to January 1, 2011, OR first employed prior to July 1, 2000, but left prior to becoming vested then returned to employment after July 1, 2000
- First employed in a MOSERS benefit-eligible position on or after January 1, 2011 or returned to state employment after electing the buyout option

## Statewide Elected Officials' Comparison

Benefit Provisions	MSEP	MSEP 2000	MSEP 2011
Member Contributions	• None	• None	• 4% of pay
Vesting <i>Eligible for a future pension</i>	• 4 years (1 term)	• 4 years (1 term)	• 4 years (1 term)
Service Purchases	• May purchase up to 4 years of active-duty military service or qualifying public sector service at subsidized rate; may also purchase public sector service at full actuarial cost	• May purchase up to 4 years of active-duty military service or qualifying public sector service at subsidized rate; may also purchase public sector service at full actuarial cost	• May purchase qualifying public sector service at full actuarial cost.
Service Transfers <i>See the Purchasing and Transferring Service Guide (by plan) on MOSERS website</i>	• May transfer qualifying service under <b>104.800, 105.691</b> , or other provisions	• May transfer qualifying service under <b>104.1090, 105.691</b> , or other provisions	• May transfer qualifying service under <b>105.691</b> , or other provisions
Early Retirement Eligibility <i>Age and service required to receive a reduced pension benefit</i>	• Age 55 + 10 years of service <i>Base benefit reduced ½ of 1% (.005) for each month age is younger than normal retirement</i>	• Not available	• Not available
Normal Retirement Eligibility <i>Age and service required to receive an unreduced pension benefit</i>	• Age 65 + 4 years of service or • Age 60 + 15 years of service or • "Rule of 80" – (at least age 50) Age + years of service = 80 or more	• Age 55 + 4 years of service or • "Rule of 80" – (at least age 50) Age + years service = 80 or more at the time of termination	• Age 62 + 4 years of service or • "Rule of 90" – (at least age 55) Age + years of service = 90 or more at time of termination
Base Benefit Formula <i>Monthly benefit payable for life</i>	• <b>Less than 12 years of service</b> 0.16 x FAP x Service • <b>12+ years of service</b> Monthly Statutory Comp. x .50 <i>Future formula increases, if any, may be passed along to retirees</i>	• (Active Pay ÷ 24) x Service <i>Capped at 12 years of service or 50% of pay</i> <i>Future formula increases, if any, will not be passed along to retirees</i>	• (Active Pay ÷ 24) x Service <i>Capped at 12 years of service or 50% of pay</i> <i>Future formula increases, if any, will not be passed along to retirees</i>
Temporary Benefit Formula <i>Stops at age 62</i>	• Not available	• Not available	• Not available
BackDROP Option <i>Lump-sum payment at retirement in addition to reduced monthly pension</i>	• Not available	• Not available	• Not available
Benefit Payment Options <i>Determines whether a benefit will be paid to anyone after member's death</i>	• Life Income Annuity • <i>Unreduced</i> Joint & 50% Survivor • Joint & 100% Survivor • Life Income with – 60 Guaranteed Payments – 120 Guaranteed Payments	• Life Income Annuity • Joint & 50% Survivor • Joint & 100% Survivor • Life Income with – 120 Guaranteed Payments – 180 Guaranteed Payments	• Life Income Annuity • Joint & 50% Survivor • Joint & 100% Survivor • Life Income with – 120 Guaranteed Payments – 180 Guaranteed Payments
Optional Life Insurance <i>Coverage at retirement (if eligible); cannot exceed coverage amount while actively employed</i>	• Maximum of \$60,000	• Maximum of \$60,000 <i>Members retiring under "Rule of 80" may retain coverage beyond \$60,000 until age 62; at age 62, coverage will reduce to \$60,000</i>	• Maximum of \$60,000 <i>Members retiring under "Rule of 90" may retain coverage beyond \$60,000 until age 62; at age 62, coverage will reduce to \$60,000</i>
Cost-of-Living Adjustment (COLA) <i>Helps offset effects of inflation increasing the cost of goods and services</i>	• <b>Sworn in before Aug. 28, 1997</b> Receive 4-5% each year until reaching 65% COLA cap. After reaching cap, rate is based on 80% of the percentage increase in the CPI (0-5%) • <b>Sworn in on/after Aug. 28, 1997</b> Based on 80% of the percentage increase in the average CPI (0-5%) • <b>12+ years of service</b> In addition to applicable COLA above, benefit will be recalculated for increases in statutory compensation for highest position held	• Benefit adjustment based on increase in pay for an active member	• Benefit adjustment based on increase in pay for an active member
In-Service COLA <i>Service beyond age 60</i>	• Applicable COLA rate (if eligible)	• Not available	• Not available

# About MOSERS

MOSERS is a single-employer, public employee retirement plan administered in accordance with Chapter 104 of the *Revised Statutes of Missouri (RSMo)*. As a retiree, the benefits you receive are considered a “public pension” for tax reporting purposes.

## Defined Benefit Plan

MOSERS operates as a tax-qualified “defined benefit” plan under Section 401(a) of the Internal Revenue Code. A defined benefit (DB) plan is one that requires a member to be vested (work a set number of years in a benefit-eligible position) and provides a set benefit (based on salary) for life once a member meets the age and service requirements for retirement. In other words, the “benefit” is “defined” by the law.

A DB plan can be either contributory or noncontributory. MSEP and MSEP 2000 are noncontributory DB plans. MSEP 2011 is a contributory DB plan.

Acting as an administrative agent, we oversee the following pension plans, the state of Missouri deferred compensation plan (MO Deferred Comp), as well as life insurance, and long-term disability insurance benefits for most state employees:

- Missouri State Employees’ Plan (MSEP)
  - General State Employees
  - Legislators
  - Statewide Elected Officials
- Missouri State Employees’ Plan 2000 (MSEP 2000)
  - General State Employees (including MSEP 2011 members)
  - Legislators (including MSEP 2011 members)
  - Statewide Elected Officials (including MSEP 2011 members)
- Judicial Plan/Judicial Plan 2011
- Administrative Law Judges and Legal Advisors’ Plan (ALJLAP)

## The Board of Trustees

### Members

The MOSERS **Board of Trustees** consists of 11 members who are responsible for establishing and maintaining Board policies, procedures, and objectives for all aspects of the System’s operations.

Board members include:

- Two active members of MOSERS elected by the active and inactive-vested members
- One retiree elected by the retired members of MOSERS
- Two members of the Senate appointed by the President Pro Tem of the Senate
- Two members of the House of Representatives appointed by the Speaker of the House
- Two members appointed by the Governor
- The State Treasurer
- The Commissioner of Administration

### Responsibilities

Board member responsibilities include:

- Selecting and employing a qualified advisor (an actuary) regarding funding of the System
- Arranging annual audits of MOSERS’ records and accounts
- Administering MOSERS’ retirement plans according to state and federal law
- Approving the MOSERS budget
- Making an ongoing educational commitment to learn more about investments, benefits, and insurance while serving on the Board
- Acting as investment fiduciaries when administering MOSERS’ assets
- Providing (or contracting for) life insurance and long-term disability insurance benefits for eligible state employees
- Approving and certifying the employer contribution rate

Each September, our **Board of Trustees** establishes an employer contribution rate for the next fiscal year. The contribution rate, which is set as a percentage of payroll, is actuarially calculated to cover the System's benefit obligations and administrative costs for the coming fiscal year and into the future. When the System's actuary calculates the contribution rate, it is based on a number of factors including the current level of benefits, how many members are in the plan, current and expected future pay levels, the age and average life expectancy of members, expected earnings on investments, and the plan's unfunded liability.

## System Administration

### *Record Confidentiality*

MOSERS is required to provide, upon written request, the following information with regard to anyone who is receiving or may be eligible to receive a benefit in the future under any benefit program administered by MOSERS: the benefit recipient's name, eligibility to receive a benefit, dates when a benefit was or will be payable, and current or estimated future benefit amount.

MOSERS will keep all other member records confidential unless:

- The benefit recipient consents in writing to the release of the information
- The information is requested by the benefit recipient's legal representative
- The information is requested pursuant to a subpoena or other legal process as provided by law including, but not limited to, *RSMo 104.312* or *RSMo 104.1051*, or
- Disclosure is made by MOSERS for a purpose that is compatible with the purpose for which it was collected

You should be aware that when you apply for retirement, it is possible that your employer will become aware that you have applied. This is simply a function of the ongoing flow of information between MOSERS and employers in connection with personnel management and the processing of retirement applications.

### *Member Identification Numbers*

To help protect you against identity theft, we assign each member a member identification number (Member ID) when you begin working in a MOSERS benefit-eligible position. Your Member ID and Social Security number have been cross-referenced in our computer system so we can identify you using either number and it helps us quickly identify you in our computer system as well as efficiently maintain our records and internal processes.

- Your Member ID will be used on correspondence (except tax documents) instead of your Social Security number. Your Social Security number is required on any tax-related forms used to complete your income tax return (such as a 1099-R).
- While not required, you may use your Member ID when you call or write MOSERS. We can identify you in our system by either Member ID or Social Security number.
- Only after your identity has been authenticated will we provide your Member ID over the phone.
- Your Member ID cannot be changed.
- Use your Member ID only with MOSERS-related correspondence. Other benefit administrators such as **MCHCP** do not have a record of this number.

Your Member ID is different than your MOSERS Online ID. Log in to **myMOSERS** to create your own Online ID so you can access your personal benefit information.

### *Board Appeals*

Members, beneficiaries, survivors, retirees, judges, administrative law judges, and employers may request review by the MOSERS **Board of Trustees** of an administrative decision made by the executive director, or their designee, concerning eligibility for and/or the amount of benefits, service, contributions, refunds, and membership.

The request for review must be in writing and addressed to the executive director or the **Board of Trustees**. The request must state what decision the Board is being asked to review and what action the Board is being asked to take. The request must be made within 60 days after the administrative decision has been mailed or otherwise communicated to the party making the request for review.

The review will be held at the next regularly scheduled Board meeting that is at least 30 days after the date on which the request for review is received, unless another date is mutually agreed to by the parties. The party requesting review (the appellant) will be notified in writing of the date on which the Board will conduct the review.

#### ***Forfeiture of Retirement Benefits***

You (and your beneficiary) will forfeit all rights to retirement benefits as described below if you are:

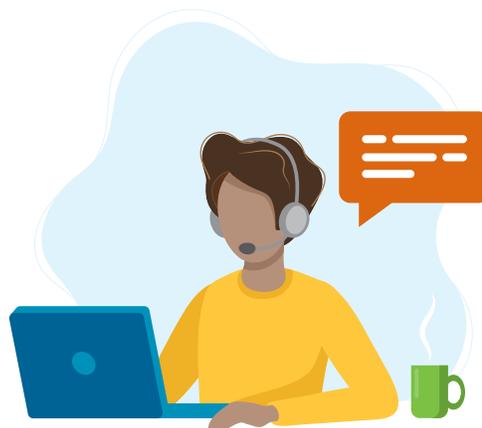
- Removed from office by impeachment or for misconduct.
- Convicted of a felony which occurred while in office.
- Convicted of a felony on or after August 28, 1999 if committed in connection with your official duties. (This forfeiture applies only to retirement benefits accrued on or after August 28, 1999.)
- Convicted of a felony on or after August 28, 2014 under state law (or a substantially similar offense provided under federal law) involving stealing or receiving stolen money, property, or service valued at \$5000 or more, forgery, counterfeiting, bribery of a public servant, or acceding to corruption, in connection with your official duties. (This forfeiture applies only to retirement benefits accrued on or after August 28, 2014.)

The System shall not pay an annuity to any survivor or beneficiary who is charged with the intentional killing of a member, retiree or survivor without legal excuse or justification. A survivor or beneficiary who is convicted of such charge shall no longer be entitled to receive an annuity. If the survivor or beneficiary is not convicted of such charge, the Board shall resume annuity payments and shall pay the survivor or beneficiary any annuity payments that were suspended pending resolution of such charge.

#### ***Annual Financial Report***

***MOSERS' Annual Comprehensive Financial Report*** is designed and published to comply with both Missouri State law and the Government Finance Officers Association's disclosure guidelines applicable to public employee retirement plans.

We will send you a ***MOSERS Summary Annual Financial Report*** each December and the ***Comprehensive Annual Financial Report*** is available upon request. Both publications are also available on our website.



Benefit counselors are a valuable source of information regarding your benefits and are available to assist you. Speak to a counselor by phone or call our office to schedule an appointment.

# Retirement Planning

There is one point on which most people agree — retirement should be a time of financial security — a reward for a lifetime of hard work. Your continued participation in MOSERS is an important part of ensuring a secure financial future, but not the only part you will need to consider.

## Three-Legged Stool

Financial professionals often refer to sources of retirement income as the “three-legged stool.” The goal of the three-legged stool is to achieve a reasonable level of replacement income to support your financial needs during retirement.

When you retire from state employment, the legs are made up of your MOSERS pension benefit, Social Security, and your personal savings and investments. By familiarizing yourself with your future estimated MOSERS and Social Security benefits, you will be better able to determine how much you will need in personal savings and investments to achieve your desired standard of living during retirement.

Financial planners stress the importance of personal savings and investments and recommend the use of tax-favored savings vehicles (such as MO Deferred Comp) to accumulate personal savings. Visit MO Deferred Comp for more information at [www.modeferredcomp.org](http://www.modeferredcomp.org).

## While You Are Working

- Review your *MOSERS Annual Benefit Statement*. Report any discrepancies to us as soon as possible.
- Purchase, if cost effective for you, any eligible prior service as soon as possible (i.e., time worked in a full-time position for a city, county, public school or other political subdivision in Missouri).
- Evaluate your personal finances periodically as they relate to meeting your financial needs at retirement.
- Read the handbooks and correspondence regarding your benefits. Contact one of our benefit counselors with any questions you have regarding your pension benefits.
- Visit our website to stay updated on the latest news

and log in to [myMOSERS](#) to update your personal information, such as address, email, or beneficiaries.

- Start investing for retirement and contribute to **MO Deferred Comp**.<sup>\*</sup> This long-term, tax-sheltered savings plan is a good way to supplement your MOSERS pension and Social Security income.

The state of Missouri will match your contributions dollar-for-dollar, if you contribute at least \$25 a month to your MO Deferred Comp account, up to a maximum of \$75 each month. This incentive is funded by the state of Missouri and subject to approval of the state's annual budget.

There are different options to choose from once you start your monthly contributions through payroll deduction. Choose to invest in a Missouri Target Date Fund, which automatically adjusts your asset allocation during employment and through retirement, or enroll in the self-directed brokerage account for a more hands-on approach.

<sup>\*</sup> *New permanent full-time and part-time employees hired on or after July 1, 2012, are automatically enrolled at a 1% contribution each pay period. This excludes rehires, university, and previous temporary or seasonal non-benefit eligible employees.*

## MO Deferred Comp Catch-up Provisions

The following provisions allow you to contribute extra money to your MO Deferred Comp account (but they can't be used at the same time):

- **Age 50 and Over Catch-up Provision** - If you are age 50 or over, you may make additional catch-up contributions of \$7,500, if you contribute the maximum \$22,500, for a total of \$30,000 to your deferred comp account.
- **Pre-Retirement Catch-up Provision** - If you are within three years prior to the year of your retirement and have never maxed out before, you may be able to double the normal contribution limit and contribute \$45,000 to your account. To find out if you are eligible for this catch-up, please call MO Deferred Comp's Plan Information Line at (800) 392-0925.

Contributions will be automatically deducted from your

paycheck before taxes are taken out. You must also decide how your contribution will be allocated among your choices of investment options. You can obtain information on the available investment options at [www.modeferrredcomp.org](http://www.modeferrredcomp.org) or by calling (800) 392-0925 and speaking to a participant service representative.

## Employee Contributions

### *Contributing to the Retirement System - MSEP 2011* ■

As a member of MSEP 2011, you are required to contribute 4% of pay to the retirement system, which will earn interest while you are working.

The state of Missouri will pay the contributions through payroll deduction so it will not be considered taxable income. You do not have the option of choosing to receive the contributed amounts directly instead of having them paid by your employer to the retirement system. Your employee contributions to MOSERS are not available for loans or partial emergency withdrawals.

Interest is compounded annually on June 30 based on the balance in your account as of the previous July 1. Interest is calculated using the 52-week treasury bill rate. Interest credits will stop upon termination of your employment if you are not vested. If you terminate your employment and are vested, interest credits will stop when you retire or die.

### *RSMo 104.1091.8 (5)*

Please see the [Employee Contributions](#) brochure for more information.

## MOSERS Service Credit

You will earn one day of service credit for each day you work in a benefit-eligible position. Your total credited service (active and prior) is one of the factors used in the formula to calculate the amount of your pension benefit. In other words, the more service credit you have, the higher your monthly benefit amount.

### *Vesting*

To be “vested” means you are eligible for a pension benefit once you meet the age and service requirements.

You must meet the vesting requirement for your retirement plan.

- **Legislators** – The vesting requirement for legislators is 3 full biennial assemblies (6 years).

- **Statewide Elected Officials** – The vesting requirement for statewide elected officials is 4 years (1 term).

### *Receiving Credit for Prior Service*

If you have prior service credit in another MOSERS plan or prior service credit that is eligible for purchase or transfer, you may want to investigate the possibility of obtaining credit for that service. In MSEP 2000 and MSEP 2011, you must be vested before you may purchase or transfer any type of prior service credit.

- Additional service credit purchased or transferred under MSEP 2000 and MSEP 2011 will be added to the service in the category of the **first** position held as a member of the System.
  - Example: If you served as a legislator prior to serving as a statewide elected official, any service credit you purchase or transfer will be added to your legislator service.
- Service credit earned as a general state employee, legislator, or statewide elected official must remain in the plan where it was earned. It **cannot** be transferred.
  - **Example:** If you have four years of service as a statewide elected official (vested) and two years of service as a legislator (not vested), your service as a legislator cannot be transferred to statewide elected official service.
- Total service credit as a general state employee, legislator, or statewide elected official will be summed for purposes of determining benefit eligibility under each plan.
  - **Example:** If you worked one year as a general state employee under MSEP 2000 (not vested) and served four years as a statewide elected official under MSEP 2000 (vested), you would have a total of five years service. With five years total service, you will be eligible for a general employee pension benefit at age 62. With five years total service, you will be eligible for a statewide elected official pension benefit at age 55. You will receive two pension benefits—one based on your general state employee service and one based on your statewide elected official service.

# Career & Life Events That May Affect Pension Benefits

## Divorce

If you have been married at any time while an active member of MOSERS and are considering a divorce, your spouse may be legally entitled to a portion of your pension benefit. By law, your ex-spouse may receive up to 50% of your benefit accrued during all or part of the marriage. See our brochure, *Divorce and Your Pension*, for more details.

## Leaving State Employment

In general, your benefits will be based on the laws in effect on the day you leave state employment.

### Non-Vested Members

If you leave state employment and are not vested, you will forfeit your accrued service credit and all rights to benefits from the System.

If you return to work in a MOSERS-covered position, your forfeited service will be restored and combined with your new service when you meet the following conditions:

#### MSEP ● | MSEP 2000 ▲

- Must work continuously for one year in a MOSERS benefit-eligible position.

#### MSEP 2011 ■

- Must work continuously for one year in a MOSERS benefit-eligible position and return any refunded contributions plus interest.

### Vested Members

#### MSEP ● | MSEP 2000 ▲

- If you leave state employment and are vested, you will be eligible for future retirement benefits.

#### MSEP 2011 ■

- If you leave state employment, are vested, and **leave any employee contributions with the System**, you will be eligible for future retirement benefits.

We will send a notice approximately 60 days after we receive notice of your termination from your employer. This

notice will indicate the estimated date you will be eligible to begin receiving benefits and an estimate of your benefit amount.

If you return to state employment in a benefit-eligible position, you will start accruing additional service at the date of reemployment.

You are not required to elect early retirement; however, approximately 120 days prior to the date you are eligible, MOSERS will send you a notice. If you do not elect early retirement, we will send another notice approximately 120 days prior to your normal retirement eligibility date.

## Contribution Refunds

### Requesting a Refund - MSEP 2011 ■

If you leave employment from a MOSERS-covered position, you may request a refund of your employee contributions including any credited interest.

- You may not receive a refund after you become eligible for normal retirement.
- If you are married at the time you request a refund, MOSERS will not process the request without consent from your spouse. You are not eligible to receive a refund if your pension benefit is subject to a division of benefits order.

#### RSMo 104.1051

- **By taking a refund, you forfeit all your credited service and future rights to receive benefits from the System.**



If you leave state employment, please contact MOSERS if your name, telephone number, email, or mailing address changes.

**You are not eligible for a refund while receiving long-term disability benefits.**

- A refund distribution will not be processed until you complete and return to MOSERS the *Member Request for Refund of Contributions* form. Missouri law requires MOSERS to pay your refund within an administratively reasonable period but **no sooner than 90 days** from the date of your state employment ended. The refund will include all contributions you paid to MOSERS plus any credited interest, less applicable mandatory federal taxes.
- The refund of contributions becomes irrevocable on the day that MOSERS issues payment.
- Any refund not directly rolled over to an IRA or qualified retirement plan will be reported as taxable income in the year of payment. MOSERS is not liable for any taxes incurred by you as a result of this distribution.
- If you later become employed in a MOSERS-covered position and work continuously for at least one year, the credited service previously forfeited will be restored if you return to the System the amount previously refunded plus interest at a rate established by the MOSERS Board.
- If you die after submitting a *Request for Refund of Contributions* form, but before receiving the distribution, no distribution will be made if you have a surviving spouse and that spouse is eligible for a survivor benefit based on your death. Otherwise, payment will be made to the beneficiary designated on your *Contribution Beneficiary* form. If no beneficiary is living, payment will be made as otherwise permitted by law.

## Disability

### *Designation of Agent*

The possibility of becoming incapacitated is an important issue because you never know if or when it will happen. You can decide in advance who will be responsible for managing your MOSERS benefits by designating an agent.

Any employee, beneficiary, or retiree may designate an agent to manage their MOSERS benefits. Complete the *Designation of Agent* form by logging in to [myMOSERS](#), to name an agent and a successor agent.

The *Designation of Agent* form allows you to choose an agent who can make benefit decisions for you if you

become disabled or incapacitated. This form does not give your agent broad powers (control over your other financial affairs) like those usually found in a durable power of attorney. If you are interested in giving your agent broad powers, please consult with an attorney who can advise and help you prepare a durable power of attorney.

Upon receipt of a physician's statement notifying MOSERS in writing that you are disabled or incapacitated, we will recognize your agent first regarding the distribution of your benefits. MOSERS is not liable with regard to any payment made in good faith.

*RSMo 104.1093*

### *Long-Term Disability (LTD) Plan*

If you face a lengthy illness or suffer from an accident that leaves you unable to work, you may apply for benefits under MOSERS' LTD plan. If approved for LTD, your monthly disability benefit will equal up to 60% of your monthly salary, less Social Security benefits, and workers' compensation. LTD benefits and the accrual of your service credit will continue until you recover, become eligible for normal retirement, or when the total credited service accrued as a legislator or statewide elected official, through active employment and while on LTD, equals the corresponding constitutional service limitations (i.e., term limit). For more information regarding your LTD benefits, please refer to MOSERS' [Long-Term Disability Insurance Handbook](#).

## Leaves of Absence

In addition to your pension benefits, MOSERS also provides basic and optional life insurance and long-term disability (LTD) insurance. Information about these benefits can be found in the [Basic & Optional Life Insurance Handbook](#) and [Long-Term Disability Insurance Handbook](#).



A leave of absence may affect your MOSERS benefits. It is important for your employer to notify MOSERS of any valid leave of absence in order for you to receive correct salary and service credit. An approved leave of absence does not guarantee that you will receive credited service for the period of time on leave. The following table provides information on the types of leave available and how each impacts your MOSERS benefits.

Types of Leave	Impact on Retirement	Impact on Basic Life Insurance, <sup>1</sup> Optional Life Insurance, <sup>2</sup> & Long-Term Disability (LTD)
<b>Member - Self</b>		
Medical or FMLA	<ul style="list-style-type: none"> <li>Service credit and salary credit up to one year</li> </ul>	<ul style="list-style-type: none"> <li>Member pays premiums to continue all coverage for up to one year</li> </ul>
Workers' Compensation	<ul style="list-style-type: none"> <li>Service credit and salary credit while receiving workers' compensation benefits</li> </ul>	<ul style="list-style-type: none"> <li>Employer pays basic life insurance and LTD premiums</li> <li>Member pays premiums to retain optional life coverage</li> </ul>
Layoff	<ul style="list-style-type: none"> <li>No service credit or salary credit while in layoff status</li> </ul>	<ul style="list-style-type: none"> <li>Member pay premiums to continue all coverage for up to one year</li> </ul>
Military	<ul style="list-style-type: none"> <li>Service credit and salary credit for active-duty service after submission of valid DD-214 form, which indicates honorable discharge</li> </ul>	<ul style="list-style-type: none"> <li>Member pays premiums to continue basic and optional life insurance coverage for the duration of deployment</li> <li>Member pays premiums to continue LTD coverage for up to one year</li> </ul>
Domestic and Sexual Violence Leave	<ul style="list-style-type: none"> <li>Service credit and salary credit up to 2 weeks</li> </ul>	<ul style="list-style-type: none"> <li>Member pays premiums to continue all coverage for up to 2 weeks (if employee misses an entire pay period)</li> </ul>
Other (non-illness)	<ul style="list-style-type: none"> <li>No service credit or salary credit</li> </ul>	<ul style="list-style-type: none"> <li>Member pays premiums to continue all coverage for up to one year</li> </ul>
<b>Member - Family</b>		
FMLA	<ul style="list-style-type: none"> <li>Up to 12 weeks of service credit</li> <li>No salary credit</li> </ul>	<ul style="list-style-type: none"> <li>Member pays premiums to continue all coverage for up to one year</li> </ul>
Domestic and Sexual Violence Leave	<ul style="list-style-type: none"> <li>Service credit and salary credit up to 2 weeks</li> </ul>	<ul style="list-style-type: none"> <li>Member pays premiums to continue all coverage for up to 2 weeks (if employee misses an entire pay period)</li> </ul>
<b>Member - Household</b>		
Domestic and Sexual Violence Leave	<ul style="list-style-type: none"> <li>Service credit and salary credit up to 2 weeks</li> </ul>	<ul style="list-style-type: none"> <li>Member pays premiums to continue all coverage for up to 2 weeks (if employee misses an entire pay period)</li> </ul>

<sup>1</sup> A member must keep basic life insurance in order to keep child coverage during a leave of absence.

<sup>2</sup> A member must keep their optional life insurance in order to keep spouse coverage during a leave of absence. If member cancels optional life insurance coverage while on a leave of absence, the same level of coverage will be reinstated automatically when they return to work in a benefit-eligible position.

## Buyout

If you elected to receive a lump-sum payment under a previously offered buyout program you forfeited all creditable service and future rights to receive pension and long-term disability benefits relative to that service. Additionally, if you elected a buyout of your pension benefits and later return to state employment, you will be considered a new employee and a member of MSEP 2011.

*RSMo 104.1092*

## Prior Service Credit

### *Transfer or Purchase of Prior Public Employment Service*

You may receive credit for your full-time, nonfederal public employment within the state of Missouri. Depending on certain criteria, this service may be purchased, transferred, or a combination of the two.

To be eligible to **transfer** your service from another retirement system to MOSERS:

- Your prior employment must be covered by another retirement system and you must be vested in that system
- There must be an agreement between MOSERS and the other retirement system

You may be eligible to **purchase** service if:

- Your prior employment was not covered by a retirement system
- You are not vested or elect to withdraw from the other retirement system
- There is no agreement between the two systems
- You have service remaining after you transfer eligible service

You cannot receive credit for the same period of service under two retirement systems. If you purchase or transfer service credit, you must forfeit all rights to benefits for that same period of service under the other retirement system.

**You must complete any purchase or transfer of service prior to applying for retirement.** If you are interested in purchasing or transferring service, please **contact a benefit counselor**.

*RSMo 104.344, 105.691*

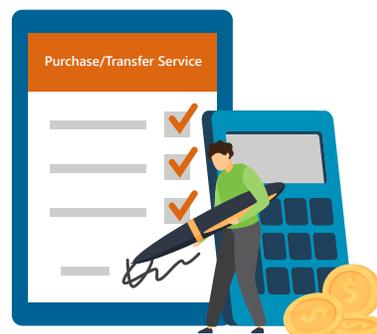
## *Transfer of Service*

In addition to the other transfer provisions referenced here, you may make a one-time transfer of up to eight years of creditable service to or from the following:

- Missouri State Employees' Plan (MSEP)
- Administrative Law Judges and Legal Advisors' Plan (ALJLAP)
- MoDOT and Patrol Employees' Retirement System (MPERS)
- Prosecuting Attorneys and Circuit Attorneys' Retirement System (PACARS)

This one-time transfer must be completed prior to applying for retirement. If you elect to transfer service, you will forfeit any remaining service of that type and all rights to benefits under the transferring retirement plan based on that service. For more information on transferring service, please **contact a benefit counselor**.

*RSMo 104.800*



Certain provisions allow you to purchase or transfer service. The purchase or transfer of service may increase the amount of your pension benefit and, in some cases, you may become eligible to retire at an earlier date.

## Military Service Credit

### Automatic Service Credit

If you are called to, or volunteer for, active military duty, the Uniformed Services Employment and Reemployment Rights Act (**USERRA**) protects your employment and benefit rights, provided you meet the eligibility requirements. When you return from military leave, you may be eligible to receive credit for your active-duty military service. This service will be used in determining the amount of, and your eligibility for, a pension benefit. To be eligible for automatic military service credit, you must:

- Have been employed by the state immediately prior to entering the armed forces
- Return to state employment within the time frame specified by **USERRA**
  - **1-30 Days:** Report for work by the beginning of the first regularly scheduled work day that falls eight hours after you return home.
  - **31-180 Days:** Submit an application for reemployment no later than 14 days after completion of military service.
  - **180+ Days:** Submit an application for reemployment no later than 90 days after completion of military service.
  - **Service Connected Injury or Illness:** The reporting and application deadlines listed above will be extended up to two years if you are hospitalized or convalescing because of a service connected injury or illness.
- Provide a copy of your honorable discharge and your military *DD 214* form or other pertinent documentation
- Meet any other requirements under **USERRA**

### Purchasing Prior Military Service Credit -

#### MSEP ● | MSEP 2000 ▲

As a member of MSEP or MSEP 2000, you have the option to purchase up to four years of service credit for active-duty military service you performed prior to becoming a member of MOSERS. This includes active-duty military training.

If you elect to purchase your active-duty military service, you must purchase all that you served (total months and days) up to a maximum of four years, prior to applying for retirement. In connection with such a purchase, MOSERS requires that you submit a copy (not the original) of your military *DD 214* or *NGB 23 Discharge* form, which verifies the following:

- Your service was active duty
- Your service was in an eligible branch of the U.S. Armed Forces or reserve components (Army, Air Force, Navy, Marine Corps, Coast Guard, Army National Guard, or Air National Guard)
- Your dates of service
- You were honorably discharged

*RSMo 104.1021*

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To obtain copies of your *DD 214* or *NGB 23* form, contact:

#### National Personnel Record Center

1 Archives Dr. • St. Louis, MO 63138  
Phone: (314) 801-0800 • Fax: (314) 801-9195

[www.archives.gov/veterans](http://www.archives.gov/veterans)

#### MO National Guard

(if MO listed as home of record at discharge)

2405 Logistics Rd. • Jefferson City, MO 65101  
Phone: (573) 638-9890 or (573) 638-9683  
Fax: (573) 638-9546

[www.moguard.ngb.mil](http://www.moguard.ngb.mil)

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# Ready to Retire

Your eligibility for retirement depends on the amount of credited service you have acquired and your age. In general, the retirement laws in effect on the date you leave state employment determine your eligibility for a benefit and the provisions used to calculate your benefit.

## Normal Retirement

### Eligibility Requirements

Your normal annuity starting date is the date at which you may retire with an unreduced benefit. You will be eligible for normal retirement if you meet at least one of the following age and service requirements:

#### Legislators

- **MSEP** ●
  - Age 55 with at least 3 full biennial assemblies, or
  - "Rule of 80" - At least age 48 with age and service equaling 80 or more
- **MSEP 2000** ▲
  - Age 55 with at least 3 full biennial assemblies, or
  - "Rule of 80" - At least age 50 with age and service equaling 80 or more at time of termination, must include at least 3 full biennial assemblies
- **MSEP 2011** ■
  - Age 62 with at least 3 full biennial assemblies, or
  - "Rule of 90" - At least age 55 with age and service equaling 90 or more at time of termination, must include at least 3 full biennial assemblies.

#### Statewide Elected Officials

- **MSEP** ●
  - Age 65 with at least one four-year term, or
  - Age 60 with at least 15 years of service, or
  - "Rule of 80" - at least age 50 with age and service equalling 80 or more
- **MSEP 2000** ▲
  - Age 55 with at least four years of service (one term), or
  - "Rule of 80" - At least age 50 with age and service equaling 80 or more at time of termination, must include at least one term

- **MSEP 2011** ■
  - Age 62 with at least four years of service (one term), or
  - "Rule of 90" - At least age 55 with age and service equaling 90 or more at time of termination, must include at least one term

## Early Retirement

### Eligibility Requirements

#### Statewide Elected Officials - MSEP ●

- **Early retirement is available only to Statewide Elected Officials in MSEP.** If you elect early retirement, you will receive a percentage of the benefit you would have received at normal retirement. You will be eligible for early retirement when you meet the following age and service requirement:
  - Age 55 with at least 10 years of service

## Calculating Your Pension Benefit

### Monthly Base Benefit

Your "base benefit" is the amount you are entitled to receive at retirement before any reductions for:

- Early retirement
- Joint & survivor options
- Guaranteed payment options
- Ex-spouse payments  
(according to a division of benefits order)

At the time you apply for retirement, we will calculate your base benefit by using a formula outlined in the provisions specific to your plan. See the following tables for base benefit formulas and sample retirement calculations.

Normal Retirement Calculation Examples

Legislators	<b>Assumptions</b>						
	Active Legislators Monthly Pay .....	\$3,272					
	Credited Service .....	16 Years (8 biennial assemblies)					
	<b>MSEP</b> ●						
<b>Base Benefit Formula</b>							
<ul style="list-style-type: none"> <li>Number of Full Biennial Assemblies multiplied by \$150</li> </ul> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Full Biennial Assemblies</td> <td style="text-align: right;">8</td> </tr> <tr> <td>x Multiplier</td> <td style="text-align: right;">\$150</td> </tr> <tr> <td><b>= Monthly Base Benefit</b></td> <td style="text-align: right;"><b>\$1,200</b></td> </tr> </table>		Full Biennial Assemblies	8	x Multiplier	\$150	<b>= Monthly Base Benefit</b>	<b>\$1,200</b>
Full Biennial Assemblies	8						
x Multiplier	\$150						
<b>= Monthly Base Benefit</b>	<b>\$1,200</b>						
<b>MSEP 2000</b> ▲   <b>MSEP 2011</b> ■							
<b>Base Benefit Formula</b>							
<ul style="list-style-type: none"> <li>1/24 of Active Legislator's Pay - One twenty-fourth of the monthly pay for a senator or representative on the annuity starting date. Future formula increases, if any, will not automatically be passed along to retirees.</li> <li>Credited Service - Years and full months of credited service. Capped at 12 years of service or 50% of pay.</li> </ul> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(Active Legislators Monthly Pay ÷ 24)</td> <td style="text-align: right;">\$136.33</td> </tr> <tr> <td>x Years &amp; Full Months Credited Service</td> <td style="text-align: right;">16</td> </tr> <tr> <td><b>= Monthly Base Benefit</b></td> <td style="text-align: right;"><b>\$2,181.33</b></td> </tr> </table>		(Active Legislators Monthly Pay ÷ 24)	\$136.33	x Years & Full Months Credited Service	16	<b>= Monthly Base Benefit</b>	<b>\$2,181.33</b>
(Active Legislators Monthly Pay ÷ 24)	\$136.33						
x Years & Full Months Credited Service	16						
<b>= Monthly Base Benefit</b>	<b>\$2,181.33</b>						

Statewide Elected Officials	<b>Assumptions</b>														
	Final Average Pay .....	\$9,000.00													
	Multiplier .....	1.6% (.016)													
	Credited Service .....	8 Years													
<b>MSEP</b> ●															
<b>Base Benefit Formula</b>															
<ul style="list-style-type: none"> <li>Amount of service relative to 12 years</li> </ul> <p><b>More than 12 Years of Service</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Monthly Statutory Compensation</td> <td style="text-align: right;">\$9,000</td> </tr> <tr> <td>x Multiplier</td> <td style="text-align: right;">.50</td> </tr> <tr> <td><b>= Monthly Base Benefit</b></td> <td style="text-align: right;"><b>\$4,500</b></td> </tr> </table> <p><b>Less than 12 Years of Service</b></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">Final Average Pay</td> <td style="text-align: right;">\$9,000</td> </tr> <tr> <td>x Years &amp; Full Months Credited Service</td> <td style="text-align: right;">8</td> </tr> <tr> <td>x Multiplier</td> <td style="text-align: right;">.016</td> </tr> <tr> <td><b>= Monthly Base Benefit</b></td> <td style="text-align: right;"><b>\$1,152</b></td> </tr> </table>		Monthly Statutory Compensation	\$9,000	x Multiplier	.50	<b>= Monthly Base Benefit</b>	<b>\$4,500</b>	Final Average Pay	\$9,000	x Years & Full Months Credited Service	8	x Multiplier	.016	<b>= Monthly Base Benefit</b>	<b>\$1,152</b>
Monthly Statutory Compensation	\$9,000														
x Multiplier	.50														
<b>= Monthly Base Benefit</b>	<b>\$4,500</b>														
Final Average Pay	\$9,000														
x Years & Full Months Credited Service	8														
x Multiplier	.016														
<b>= Monthly Base Benefit</b>	<b>\$1,152</b>														
<b>MSEP 2000</b> ▲   <b>MSEP 2011</b> ■															
<b>Base Benefit Formula</b>															
<ul style="list-style-type: none"> <li>1/24 of Active Statewide Elected Officials Pay - One twenty-fourth of the current monthly salary for a active statewide elected official in the highest position held. Future formula increases, if any, will not automatically be passed along to retirees.</li> <li>Credited Service - Your years and full months of credited service.                         <ul style="list-style-type: none"> <li>The monthly base benefit is capped at 12 years of service or 50% of an active statewide elected official's pay in the highest position held.</li> </ul> </li> </ul> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%;">(Active Statewide Elected Officials Pay ÷ 24)</td> <td style="text-align: right;">\$375</td> </tr> <tr> <td>x Years &amp; Full Months Credited Service</td> <td style="text-align: right;">8</td> </tr> <tr> <td><b>= Monthly Base Benefit</b></td> <td style="text-align: right;"><b>\$3,000</b></td> </tr> </table>		(Active Statewide Elected Officials Pay ÷ 24)	\$375	x Years & Full Months Credited Service	8	<b>= Monthly Base Benefit</b>	<b>\$3,000</b>								
(Active Statewide Elected Officials Pay ÷ 24)	\$375														
x Years & Full Months Credited Service	8														
<b>= Monthly Base Benefit</b>	<b>\$3,000</b>														

In MSEP 2000 and MSEP 2011, your monthly benefit is capped at 100% of an active legislator's monthly pay. In this example, the monthly base benefit cannot exceed \$3,142.60. However, service that has been purchased or transferred is not subject to the pay cap (i.e., active military service or prior governmental service).

Early Retirement Calculation Example (Only Statewide Elected Officials in MSEP)

Statewide Elected Officials	<b>Assumptions</b>			
	Final Average Pay.....		\$9,000	
	Credited Service.....		10 Years	
	Multiplier.....		1.6% (.016)	
	Normal Retirement Age.....		65	
	Early Retirement Age.....		62	
	Months Retiring Early.....		36	
	<b>MSEP ●</b>			
	<b>Base Benefit Formula</b>			
	<ul style="list-style-type: none"> <li>• Base benefit is reduced by one-half of one percent (.005) for each month your age at retirement is younger than your normal retirement age.</li> </ul>			
	<b>1. Calculate base benefit</b>			
		Final Average Pay	\$9,000	
	x	Years & Full Months Credited Service	10	
	x	Multiplier	.016	
	=	<b>Monthly Base Benefit</b>	<b>\$1,440</b>	
	<b>2. Calculate reduction for early retirement</b>			
			1	
	-	(Months Early x .005)	.18	
	=	<b>Early Retirement Factor</b>	<b>.82</b>	
	<b>3. Calculate early retirement benefit</b>			
		Monthly Base Benefit	\$1,440	
	x	Early Retirement Factor	.82	
	=	<b>Early Retirement Benefit</b>	<b>\$1,180.80</b>	
				Early retirement is not available to legislators. It is available only to statewide elected officials in MSEP.

## Applying for Retirement

The payment of benefits is not automatic. Before benefit payments can begin, you must meet the age and service eligibility criteria, apply for benefits, and leave state employment. This includes completing the two-step retirement process and completing several important forms. The process allows MOSERS to provide you with pertinent information you need to make informed decisions regarding your benefits.

Estimates from our website or from staff must be verified, meet all legal requirements, and if necessary, be corrected before any payments can be made. Corrections could change the amount of the service and benefits you receive, your vested status, or even your eligibility to receive a benefit.

### Two-Step Retirement Process

For your convenience, you may apply for retirement online at [www.mosers.org](http://www.mosers.org). Simply log in to **myMOSERS** using your Online ID and password. You will be guided through the two-step retirement process.

#### Step 1

- Complete and submit a *Retirement Application*. Your application must be submitted to MOSERS according to the due date coinciding with your date of retirement (see the [Retirement Timeline](#) on page 20).
- The ideal time to complete and submit any additional forms is 45 to 120 days prior to your retirement date.
- Complete and submit the following forms:
  - *Retirement Application*
  - *Direct Deposit Authorization*
  - *Tax Withholding Authorization and IRS W-4P*
  - *Designation/Change of Beneficiaries* (if applicable)
  - *Retain/Change Optional Life Insurance* (if applicable)
  - *Designation of Agent* (optional)
  - *Authorization to Release information* (optional)

#### Step 2

- Complete and submit your *Retirement Election Form* and submit it to MOSERS according to the due date coinciding with your date of retirement.
  - Elect a retirement plan (if applicable)
  - Elect a benefit payment option (required)

Stay up to date by checking your **Document Express** online mailbox every few days for confirmations and additional correspondence.

### Acceptable Proof-of-Age and Lawful Presence Documents

To establish your eligibility for retirement, you must submit one proof-of-age and lawful presence document\* for yourself and one for your spouse (if applicable) with your application (unless you apply online and indicate that you have a valid Missouri Driver's License or Missouri Identification Card). You can upload it by logging in to **myMOSERS**.

Submit **one** of the following documents:

- Original U.S. Birth Certificate (with embossed, raised seal issued by state or local government)

**OR** a photocopy of one of the following:

- Valid Missouri Driver's License or Missouri Nondriver ID
- U.S. Passport (valid or expired)
- U.S. Certificate of Citizenship
- U.S. Certificate of Naturalization
- U.S. Certificate of Birth Abroad

If married, submit a legible copy of:

- Spouse's proof-of-age and lawful presence document (see above)
- Marriage Certificate

\* We can accept a scanned image of a document except a birth certificate

The easiest and most convenient way to apply for retirement is online at **myMOSERS**. If you choose not to retire online, [contact a benefit counselor](#) to request a *Retirement Application* and for further instructions.

**Retire Online**

**Retirement Timeline**

When applying for retirement, you must meet the specific due dates for your *Retirement Application* (Step 1) and *Retirement Election Form* (Step 2), as listed in the chart below.

Retirement Date <i>Always the first day of the month</i>	<i>Retirement Process Due Dates</i>	
	Step 1 <i>Retirement Application Due</i>	Step 2 <i>Retirement Election Form Due</i>
This is the date you will provide on your <i>Retirement Application</i> and also the month you will begin receiving retirement benefits.  Before this date you must meet age and service criteria, apply for benefits, and leave state employment.	We suggest you submit your application materials 45-90 days before your actual retirement date. The minimum time for submission is one month and one day.  <i>Applications cannot be accepted more than 120 days (4 months) prior to your retirement date.</i>	You must submit this form no later than the day before your retirement date.
January 1	November 30	December 31
February 1	December 31	January 31
March 1	January 31	February 28*
April 1	February 28*	March 31
May 1	March 31	April 30
June 1	April 30	May 31
July 1	May 31	June 30
August 1	June 30	July 31
September 1	July 31	August 31
October 1	August 31	September 30
November 1	September 30	October 31
December 1	October 31	November 30

\* February 29 during a leap year.

**Termination Date**

Your last day of work as a MOSERS benefit-eligible employee, as reported by your employer. It must be prior to your retirement date (at least one day). You will work directly with your employer to terminate your employment.

**Retirement Date and Termination Date are NOT the same.**

**Normal Retirement Eligibility Date**

The date on which you first become eligible for MOSERS retirement with normal (unreduced) pension benefits.

**Retirement Date**

Your retirement date is the first of the month in which you receive your first retirement payment. It will be in the same calendar month each year and COLAs will be paid at the end of that month with your benefit.

**Benefit Payment Date**

The last working weekday of the month for each month in which you are retired. See the [Benefit Payment and Holiday Schedule](#) for specific dates.

## Benefit Payment Options

You must elect a benefit payment option on your *Retirement Election Form*. This election determines whether a benefit will potentially be paid to anyone after your death. **Regardless of the payment option you elect, you will receive a monthly benefit payment for your lifetime.**

### • Life Income Annuity

- Your pension benefit **WILL NOT be reduced** for the purpose of providing a survivor benefit.
- No ongoing monthly survivor benefits will be paid to anyone after your death.
- You must name a beneficiary to receive your final benefit payment.
- If married, your spouse must give consent by signing your *Retirement Election Form*.

### • Joint & 50% Survivor Option

- **MSEP ●** - Your pension benefit **WILL NOT be reduced** for the purpose of providing a survivor benefit.
- **MSEP 2000 ▲ | MSEP 2011 ■** - Your pension benefit **WILL BE reduced** for the purpose of providing a survivor benefit.
- Your eligible spouse will receive 50% of the benefit amount you were receiving at the time of your death (*excluding any temporary benefit for members of MSEP 2000 and MSEP 2011*).
- Survivor benefits will be paid to your spouse, as named on your *Retirement Application* (or *Designation of New Spouse as Beneficiary for Retirement Benefits* form), regardless of your marital status at the time of your death.

### • Joint & 100% Survivor Option

- Your pension benefit **WILL BE reduced** to provide a lifetime survivor benefit for your spouse.
- Your eligible spouse will receive 100% of the benefit amount you were receiving at the time of your death. (*excluding any temporary benefit for members of MSEP 2000 and MSEP 2011*).
- Survivor benefits will be paid to your spouse, as named on your *Retirement Application* (or *Designation of New Spouse as Beneficiary for Retirement Benefits* form), regardless of your marital status at the time of your death.

### • Life Income With Guaranteed Payments

- Your pension benefit **WILL BE reduced** and payable to you for life.
- A certain number of payments are guaranteed from your retirement date. The guarantee starts on your retirement date (not date of death), and extends for the term you elect.
  - » **MSEP ●** - Life Income with 60 or 120 Guaranteed Payments
  - » **MSEP 2000 ▲ | MSEP 2011 ■** - Life Income with 120 or 180 Guaranteed Payments
- You must name a beneficiary or beneficiaries (person, trust, corporation, organization, charity, or your estate) to receive your final benefit payment from MOSERS and any remaining guaranteed payments.
- No survivor payments (other than the final payment) will be paid if you have received all payments in the guaranteed period.

### *The Benefit Payment Option You Elect is Irrevocable*

The benefit payment option you elect is irrevocable once your first pension benefit payment has been issued by MOSERS. There are only three circumstances under which you may re-elect your benefit payment option.

- You are single at retirement, elect the life income annuity option, and later marry.
- You are married at retirement, elect a joint & survivor option, your spouse dies, and you later remarry.
- You are married at retirement, elect a joint & survivor option, get divorced and utilize the joint & survivor pop-up option (see [Marriage and Divorce After Retirement](#)).

You must apply to add your new spouse within one year from the date of marriage.

If you are married at retirement, elect a joint & survivor option and get divorced, see the joint & survivor pop-up option under [Marriage and Divorce After Retirement](#) on page 26.

**Benefit Payment Option Adjustment Factors**

Your monthly benefit will be reduced in order to provide a survivor benefit after you die. The following summary will help you determine the adjustment factor used in calculating your pension benefit. If you would like an estimate of your monthly pension benefit, [contact a benefit counselor](#) or select **Estimate Your Retirement Benefit** after logging in to [myMOSERS](#).

• **Joint & 50% Survivor - MSEP 2000 ▲ | MSEP 2011 ■**

- If your spouse is **younger** than you  
Factor at retirement age - (Age Difference x .003)
- If your spouse is **older** than you  
Factor at retirement age + (Age Difference x .003)

*The adjustment factor cannot exceed 95% for MSEP 2000 or 94.25 for MSEP 2011*

• **Joint & 100% Survivor - MSEP 2000 ▲ | MSEP 2011 ■**

- If your spouse is **younger** than you  
Factor at retirement age - (Age Difference x .005)
- If your spouse is **older** than you  
Factor at retirement age + (Age Difference x .005)

*The adjustment factor cannot exceed 90% for MSEP 2000 or 87.75 for MSEP 2011*

• **Life Income Annuity with 60 Guaranteed Payments**

- MSEP ● - Adjustment factor = .97 (97%)

• **Life Income Annuity with 120 Guaranteed Payments**

- MSEP ● - Adjustment factor = .91 (91%)
- MSEP 2000 ▲ - Adjustment factor = .95 (95%)
- MSEP 2011 ■ - Adjustment factor = .93 (93%)

• **Life Income Annuity with 180 Guaranteed Payments**

- MSEP 2000 ▲ - Adjustment factor = .90 (90%)
- MSEP 2011 ■ - Adjustment factor = .86 (86%)

**Adjustment Factor Calculation**

The example below shows how the adjustment factor is calculated. The following assumptions have been made:

Plan..... MSEP 2000  
 Retiree's Age ..... 55 Years  
 Spouse's Age ..... 58 Years (3 years/8 months older)\*  
 Benefit Payment Option..... Joint & 100% Survivor Option  
 Starting Factor (see table below) ..... 85.8% (.858)

\* Age difference is the number of full years your spouse is older or younger than you.

Member's Age at Retirement*	Joint & 50% Survivor Starting Factor	Joint & 100% Survivor Starting Factor**
50	93.6%	87.8%
51	93.3	87.4
52	93.0	87.0
53	92.7	86.6
54	92.4	86.2
<b>55</b>	92.1	<b>85.8</b>
56	91.8	85.4
57	91.5	85.0
58	91.2	84.6
59	90.9	84.2
60	90.6	83.8
61	90.3	83.4
62	90.0	83.0
63	89.7	82.6
64	89.4	82.2
65	89.1	81.8
66	88.8	81.4
67	88.5	81.0

\* Your plan determines at what age you are eligible for retirement.

\*\* In MSEP the factor is .93 (93%) +/- (age difference x .003).  
 The adjustment factor cannot exceed .96 (96%)

Starting Factor	.858
+ (3 Years Age Difference x .005)	.015
= <b>Adjustment Factor</b>	<b>.873</b>

Monthly Base Benefit	\$867.00
x Adjustment Factor	.873
= <b>Adjusted Benefit</b>	<b>\$759.89</b>

## Benefit Payment Details

### *Termination and Reemployment Rules*

Before receiving a benefit payment from MOSERS, IRS rules require a “bona fide termination” of your employment. For purposes of MOSERS Board Rules, a “bona fide termination” occurs when:

- You have completely severed employment
- You have not entered into a prearranged agreement (written or oral), prior to retirement, with the State of Missouri or any MOSERS-covered employer for subsequent employment on any basis (full-time, part-time, or other), and
- You are not subsequently employed with the State of Missouri or any **MOSERS-covered employer** on any basis (full-time, part-time, or other) within 30 days after your employment with your prior employer has ended.

**Please note that if you do not have a bona fide termination, your retirement will be null and void, meaning you will not receive your pension payments.**

For more information, see the [FAQs - Termination and Reemployment](#) on our website.

### *Direct Deposit of Your Benefit Payment*

MOSERS will issue your monthly benefit payment as a direct deposit into your checking or savings account on the **last working day** of each month. When you apply for retirement (or survivor) benefits, you must complete and submit a *Direct Deposit Authorization* form. We cannot issue your payments until you have submitted this completed form.

### *Benefit Payment Deductions*

If applicable, we can withhold the following deductions from your monthly benefit payment:

- Missouri and federal income tax as specified on your *Tax Withholding Authorization* and *IRS W-4P* forms. (Without this form, we are required to withhold federal taxes as if you are claiming a "single" filing status.)
- MOSERS optional life insurance premium
- Aflac insurance premium
- Missouri Consolidated Health Care Plan premium
- Miscellaneous deductions such as vision and dental insurance and Missouri State Employees Charitable Campaign (**MSECC**) contributions

### *Protection of Benefits*

Your benefits from MOSERS are not subject to execution, garnishment, attachment, writ of sequestration, or any other process or claim, except with regard to the collection of child support or maintenance, payment made to a former spouse pursuant to a division of benefits order, federal criminal fines or restitution, or an IRS levy. Also, your benefit may not be transferred or assigned. However, you may authorize a deduction from your pension benefit for premiums due for any state-sponsored life or medical insurance, Missouri income taxes, federal income taxes, and **MSECC** contributions.

### *Correcting a Benefit Error*

The executive director of MOSERS is in charge of all records of the System. If, due to an error, you receive more or less than the benefit to which you are entitled, the error, when discovered, will be corrected and your benefit will be adjusted accordingly.

If errors in your records are due to fraud, the perpetrator(s) of the fraud may be subject to prosecution and punishment including a fine or imprisonment.

# Ready to Retire Checklist

It's never too early to start planning for retirement. Our benefit counselors are available to assist you along the way. The checklist below provides a general timetable for retirement preparation.

## 12 Months Prior to Retirement

- Contact a benefit counselor** for an estimate of your pension benefit. Provide us with your spouse's date of birth and the amount of any prior service credit you plan to purchase or transfer (if applicable). You can also generate your own benefit estimate on our website by logging in to [myMOSERS](#).
- Review your MOSERS *Annual Benefit Statement* and report any discrepancies as soon as possible.
- Review your retirement handbook. Contact one of our benefit counselors with questions you have regarding your pension benefits.
- Contact your Social Security office for a benefit estimate.
  - **Social Security Windfall Elimination Provision (for non-Social Security covered service)** - Generally speaking, the non-Social Security service that would be eligible for credit in MOSERS is not affected by the windfall elimination provision. However, if any service you are considering for purchase is not covered by Social Security, you should contact Social Security to discuss what implications such a purchase would have on your future Social Security benefit.
- Check with **MO Deferred Comp** regarding your distribution options at retirement (if applicable).

## Six Months Prior to Retirement

- Discuss your benefit estimate and, if applicable, the different benefit payment options available with your family and financial advisor.
- Prepare a retirement budget. Compare your retirement expenses against your MOSERS benefit, Social Security, and any other retirement income such as savings that will be available to you.

- Contact the Missouri Consolidated Health Care Plan (**MCHCP**) or your medical benefit administrator regarding your medical coverage at retirement, and get estimates of premium costs.
- Obtain a copy of an acceptable proof-of-age and lawful presence document (see list on page 19) for yourself and your spouse (if applicable). If married, you must also provide MOSERS with a copy of your marriage certificate.
- Keep us informed. If your phone number(s), email, or address changes, please call, write, or go online to notify us.

## Three Months Prior to Retirement

- Log in to [myMOSERS](#) and complete your retirement application and related forms. Please submit your retirement application at least 45 days, but not more than 120 days prior to the month your retirement benefit is to begin.
- Make sure you have completed and submitted the required applications to continue your life insurance (if applicable).
- Go online ([www.mchcp.org](http://www.mchcp.org)) or obtain the required form(s) to retain your medical coverage from your human resources representative or **MCHCP** (if applicable).
- Notify your employer's human resources office regarding your intentions to retire. Find out when you should submit a letter of resignation.
- Contact your local Social Security office to file for benefits if you are eligible and wish to do so.
- Check with **MO Deferred Comp** regarding your distribution options at retirement (if applicable).
- Review your estate/will information and life insurance beneficiary designations (if applicable).

# After Retirement

## Cost-of-Living Adjustments (COLAs)

A COLA helps offset the effects of inflation increasing the cost of goods and services.

- **MSEP** ●
  - **Legislators and Statewide Elected Officials Sworn in Before August 28, 1997**  
The COLA rate will be equal to 80% of the percentage increase in the average CPI from one year to the next, but will not be less than 4% or more than 5% of the monthly benefit payable prior to the increase, until the total increases equal 65% of your initial benefit (COLA cap).  
  
After you reach 65% in accumulated COLAs, you will continue to receive a COLA each year for your lifetime. The COLA rate will be equal to 80% of the percentage increase in the average CPI from one year to the next with an annual maximum of 5% (minimum 0%).
  - **Legislators and Statewide Elected Officials Sworn in On or After August 28, 1997**  
You will be eligible to receive a COLA (0-5%) each year for your lifetime. The annual COLA will be equal to 80% of the percentage increase in the average CPI from one year to the next with an annual maximum of 5% (minimum 0%).
  - **Statewide Elected Officials with 12+ Years of Service**  
In addition to the applicable COLA listed above, we will recalculate benefits for statewide elected officials with 12 or more years of service with each increase in statutory compensation for the highest position held.
- **MSEP 2000** ▲ | **MSEP 2011** ■
  - **Legislators and Statewide Elected Officials Who Took Office On or After July 1, 2000**  
Your benefit will be adjusted according to the percentage increase in pay for an active member serving in the legislature or in the highest position held. No other COLA is provided.

## In-Service COLAs

- **MSEP** ●
  - There is a special COLA provision for members first employed prior to July 1, 2000 who continue working beyond age 65. Upon retirement, your monthly benefit will be increased by the annual COLA between your 65th birthday and your termination date if you are actively employed by the state on your 65th birthday.

## Working After Retirement

Once you retire with MOSERS, you might think about returning to work. It is important for you to know if your monthly pension benefit will be affected. If you do not properly terminate pre-retirement employment, you will not be eligible to retire and receive benefits.

### *Reemployment and Your Benefit Payment*

Upon meeting the [Termination and Reemployment Rules](#) (see page 23), you may return to work and continue receiving your monthly pension payment, as long as your position is not a MOSERS or MoDOT and Patrol Employees' Retirement System (MPERS) benefit-eligible position.\*

It is the responsibility of the employer, not MOSERS, to determine whether a position is eligible for MOSERS benefits. If a position is benefit eligible, then any person employed in that position is eligible for benefits.

See the definition of "Employee" in state law to help determine whether a position is benefit eligible. Generally speaking, an employee must work in a position normally requiring at least 1,040 hours per year to qualify for MOSERS benefits.

\* *Effective August 28, 2023, a retiree serving as a legislator or statewide elected official will not have their pension payment stopped.*

### *RSMo 104.1003*

If you return to work for the state of Missouri in a MOSERS or MPERS benefit-eligible position:

- Your monthly pension payment will stop for any month during which you are actively employed in that position.\*
- You will accrue additional service credit for periods of employment after you have worked continuously for one year.

- **MSEP** ● - If reemployed in a MOSERS benefit-eligible position, you will earn additional service credit and pension benefits from MOSERS.

If reemployed for a period greater than 5 years in an MPERS benefit-eligible position, you will earn additional service credit and pension benefits from MPERS.

- **MSEP 2000** ▲ | **MSEP 2011** ■ - If reemployed in a MOSERS or MPERS benefit-eligible position, you will earn additional service credit from the system that covers your position.

- When you retire again, your monthly pension payment will equal the amount you were receiving when you returned to work plus any additional benefit you may have earned during reemployment, for periods of service greater than one year while reemployed.\*\*
- If you are a member of MSEP 2011, the balance of your account contributions will be frozen, and you will begin making contributions to a second account for your new position. If you work less than a year, you will be due a refund.

\* Effective August 28, 2023, a retiree serving as a legislator or statewide elected official will not have their pension payment stopped.

\*\* If you were receiving the temporary benefit, it will be payable only if you return to retirement status prior to age 62.

## Marriage and Divorce After Retirement

### Marriage After Retirement

When you retire and elect a benefit payment option, there are two conditions under which you may reelect your benefit payment option:

- **Single, then Marry After Retirement** – If you are single at retirement (not eligible to elect a joint & survivor option) and elect the Life Income Annuity option, you may change your benefit payment option if you later marry. You will have one year from your date of marriage to reelect one of the joint & survivor options and name your spouse as the beneficiary.
- **Remarriage After Spouse's Death** – If you elect one of the joint & survivor options on your retirement application and your spouse dies, this provision will allow you to provide a survivor benefit for your new spouse if you remarry. You will have one year from your date of marriage to reelect one of the joint & survivor options and name your new spouse as the beneficiary.

### Joint & Survivor Divorce Pop-Up Option

As of January 1, 2021, if you divorce after retirement, you may remove your ex-spouse as a survivor beneficiary on your MOSERS pension benefits and receive an adjusted annuity amount.

To do so, you must obtain a divorce decree or amended divorce decree from a court of competent jurisdiction, stating:

- You, the member, retain sole possession of your MOSERS pension benefits (it either terminates or does not include any division of benefits order) and
- Your ex-spouse is removed as the beneficiary entitled to survivor benefits based on your retirement election of a joint & survivor benefit payment option.

You must provide MOSERS with a certified copy of your divorce decree/amended divorce decree to adjust your benefits.

## Death of Your Spouse After Retirement

If you elect a joint & survivor option and your spouse precedes you in death, your benefit will revert (pop-up) to the Life Income Annuity amount effective the first of the month following your spouse's date of death. The pop-up is not automatic. You must notify MOSERS and provide a copy of the death certificate before your benefit can be adjusted.

# Death & Your Pension Benefit

## Survivor Benefits

When MOSERS is notified of your death, we will send your spouse, child(ren), or the person who contacts us a letter and the *Application for Survivor Benefits* (if applicable). Your spouse/beneficiary must apply for survivor benefits.

### ***Death Before Retirement (Non-Duty-Related)***

If you die after you are vested, a survivor benefit will be paid to your eligible spouse or child(ren). Although survivor benefit payments can begin the first of the month following your date of death, they are not automatic. Each eligible benefit recipient must submit an *Application for Survivor Benefits* with the required proof-of-age and lawful presence documentation.

To be eligible, your surviving spouse must be married to you on your date of death. The monthly benefit for your spouse will be based on the base benefit you have accrued as of your date of death and calculated according to the Joint & 100% Survivor Option. The survivor benefit will be payable for the remainder of your spouse's life.

If there is no eligible spouse, a total of 80% of your monthly base benefit will be paid to your natural or legally adopted child(ren) who are younger than age 21. If there is more than one eligible child, the benefit will be divided equally among them. The survivor benefit for each child will stop when the child becomes age 21 (unless a child is totally disabled).

### ***Death Before Retirement (Duty-Related)***

If you die while actively employed and your death is determined to be duty-related, your eligible spouse or child(ren) will receive a survivor benefit equal to the non-duty-related death before retirement benefit, but in no event will the benefit amount be less than 50% of your average monthly pay. In the event of a duty-related death, there is no minimum service requirement.

## Final Benefit Payment

At the end of the month in which you die, your final monthly retirement benefit payment will be deposited into the bank account on file. If that payment is returned to MOSERS, it will instead be paid to your designated final payment beneficiary.

If a beneficiary has not been designated, or the person listed is no longer living, the final payment will be paid in the following order to you:

- Surviving spouse (to whom you were married at the time of death), or
- Surviving children, divided equally, or
- Surviving parents, divided equally, or
- Surviving brothers and sisters, divided equally

If there are no eligible family members, your final benefit payment will be paid as otherwise permitted by law.

## Notification of Death

Notify MOSERS of a member's death as soon as reasonably possible. Timely notification helps us to more quickly pay any benefits that may be due. [Contact us](#) at:

### **Missouri State Employees' Retirement System**

907 Wildwood Drive, PO Box 209  
Jefferson City, MO 65102  
(573) 632-6100 · (800) 827-1063

[www.mosers.org](http://www.mosers.org)

# Noteworthy Communications

## Your Annual Benefit Statement

As a retiree, you will continue to receive information each year, on the anniversary month of your retirement.

## RetireeNews

MOSERS publishes a newsletter, *RetireeNews*, for members who are retired. You may elect to be notified by email when *RetireeNews* is posted to the MOSERS website or have copies mailed to you. To check your selection, log in to [myMOSERS](#).

## Summary Annual Financial Report

The *Summary Annual Financial Report* is on our website and available each year in the fall/winter issue of our newsletters.

## Website and Online Resources

To better serve you, our website ([www.mosers.org](http://www.mosers.org)) is available 24 hours a day, seven days a week, 365 days a year. In addition to accessing your personal information at [myMOSERS](#), you can search our website for valuable benefit information and find a variety of online resources including:

- [Comparison Calculator](#)
  - Prior to retirement, compare the dollar value of different benefit payment options over time.
- [News](#)
- [Online Library](#)
  - Informational materials including handbooks, brochures, forms etc.
  - Other benefit provider links on MOSERS' homepage
- [Online video gallery](#)
- [Educational programs](#)
- [Death Information](#)

## Social Media

- [Facebook](#)

We use social media to communicate and connect with our members. Stay informed. Like us on Facebook today!

  - [www.facebook.com/MOSERSRetirement](http://www.facebook.com/MOSERSRetirement)
- [YouTube](#)

We produce and post a variety of informational videos on YouTube.

  - [www.youtube.com/user/MOSERSOnline](http://www.youtube.com/user/MOSERSOnline)
- [Rumor Central - Straight Talk about Your Benefits](#)

Our *Rumor Central blog* is designed to provide online answers to rumors circulating regarding retirement, life insurance and long-term disability. Sign up to receive an email about recent posts. You can search for a particular topic in the archive or submit a question or rumor that you have heard and we will post it anonymously with the answer.

## Legislation Information

- [MOSERS Legislative Updates](#)
  - [www.mosers.org/legislation](http://www.mosers.org/legislation)
- [House and Senate Joint Bill Tracking](#)
  - [www.house.mo.gov/LegislationSP.aspx](http://www.house.mo.gov/LegislationSP.aspx)
- [Joint Committee on Public Employee Retirement](#)
  - [www.jcper.org](http://www.jcper.org)
- [Missouri Revised Statutes](#)
  - [www.revisor.mo.gov](http://www.revisor.mo.gov)
  - Links to [Statutes That Apply to MOSERS](#) can be found on our website at [www.mosers.org](http://www.mosers.org)

# Glossary

## Definitions

### A

#### Actuary

An expert who analyzes risks and computes rates according to probabilities, which are based on known experiences. An actuary is experienced in retirement plan financing and is either a member of the American Academy of Actuaries or is enrolled under the Employee Retirement Income Security Act of 1974.

#### Annual Benefit Statement

Your annual benefit statement (for active state employees) is a summary of your benefits as a MOSERS member. The value of the benefits you receive as a state employee (pension, health care, life and long-term disability insurance, employer contributions to Social Security, etc.) plus the value of time off (annual leave, sick leave, and holidays) represents a significant part of your total compensation. We send these statements to active employees every year in the spring and they include an estimate of your MOSERS retirement benefits as well as life insurance coverage and contribution beneficiaries (if applicable).

#### Annuity

Income that is payable for the lifetime of the retired member in equal monthly payments.

### B

#### Base Benefit

The amount you are entitled to receive at retirement before reductions for early retirement or survivor benefit payment options.

#### Beneficiary

Any person or entity entitled to or designated by a member or retiree who may be legally entitled to receive benefits.

#### Bona fide Termination

For purposes of MOSERS Board Rules, a bona fide termination occurs when: i) a member has completely severed employment; (ii) the member has not entered into a prearranged agreement, prior to retirement, with any employer for subsequent employment on any basis (full-time, part-time, or other); and (iii) the member is not subsequently employed by any employer on any basis (full-time, part-time, or other) within 30 days after the member's employment with the member's prior employer has ended.

### C

#### Consumer Price Index (CPI)

MOSERS uses the CPI-U, the Consumer Price Index for all urban consumers for the United States, or its successor index, as approved by the board, as such index is defined and officially reported by the United States Department of Labor, or its successor agency. The CPI-U is used by MOSERS to determine, in January of each year, the annual cost-of-living adjustment (COLA) for benefit recipients. The COLA is based upon the percentage increase of the consumer price index for the preceding calendar year over the consumer price index for the calendar year immediately prior to that and is payable during the calendar year in which the determination is made.

#### Credited Service

The sum of your years and full months of service that you have earned plus any credited prior service you transferred to MOSERS or purchased. Credited service also includes any unused sick leave (in increments of 168 hours). Unused sick leave may not be counted toward retirement eligibility. Credited service is one part of the formula used to calculate the amount of your monthly pension benefit.

#### Credited Prior Service

Service you accrued before becoming a member of MOSERS that you purchased or transferred. Depending on your date of hire, this service may include active-duty military service or full-time nonfederal public employment rendered in Missouri.

**E****Employee (Benefit-Eligible Position)**

Any person who is employed by a department and is paid a salary or wage by a department or agency of the executive, legislative, or judicial branch of the state of Missouri in a position normally requiring the performance of duties during at least one thousand forty (1,040) hours per year. The term "employee" shall not include any patient or inmate in any state, charitable, penal, or correctional institution, or any person who is employed in a position that is covered by a state-sponsored defined benefit retirement plan not created by Chapter 104 RSMo.

**Employee Contributions**

When MOSERS was established in 1957, all employees contributed 4% of pay. Beginning in 1972, employees no longer made contributions. The 4% contributions resumed in 2011 with the creation of MSEP 2011 and the Judicial Plan 2011. Employee contributions are one of the three funding sources for MOSERS: investment earnings, employer contributions, and employee contributions.

**Employer**

The agencies and individuals responsible for assisting in administering MOSERS benefits and determining which positions are benefit-eligible. Employer responsibilities include submitting forms, sending reports to MOSERS, and making employer contributions to help fund the pension plan.

**F****Final Average Pay (FAP)**

The average of your highest 36 full consecutive months of pay before you leave state employment. Practically speaking, for most, it is their last three years of employment, but not always. We will look at your entire pay history and find your highest 36 full consecutive months of pay and use that in calculating your MOSERS defined benefit pension payments.

**I****Inactive-vested**

Refers to a member who is no longer working in a MOSERS benefit-eligible position but who is entitled to a future pension benefit once they also meet the age requirement for retirement eligibility.

**P****Pay**

- All salary and wages payable to an employee for personal services performed for a department, or agency of the executive, legislative, or judicial branch of the state of Missouri excluding:
  - Any amounts paid after an employee's employment is terminated, unless the payment is made as a final installment of salary or wages at the same rate as in effect immediately prior to termination of employment in accordance with a state payroll system adopted on or after January 1, 2000.
  - Any amounts paid upon termination of employment for unused annual leave or unused sick leave.
  - Salary in excess of the limitations set forth in Section 401(a)(17) of the Internal Revenue Code of 1986 as amended and other applicable federal laws or regulations.
- All salary and wages that would have been payable to an employee on workers' compensation leave of absence during the period the employee is receiving a weekly workers' compensation benefit, as reported and verified by the employing department.
- All salary and wages that would have been payable to an employee on a valid medical leave due to employee illness, as reported and verified by the employing department. "

## R

### **Retirement Date or Annuity Starting Date**

The first day of the calendar month in which you begin receiving your pension benefit payment. Before this date, you must leave state employment, meet retirement eligibility criteria, and complete the retirement process (application and election form). Submit your retirement application at least one month and one day, but not more than 120 days, prior to the month your pension benefit is to begin. We will issue your pension benefit payment to you each month on the last working day of the month.

## S

### **Survivor**

Generally speaking as it relates to your MOSERS benefits, your survivor is your spouse, child, or other designated recipient whom you have named to receive benefits based on your service after you die or someone who, based on your service, is legally entitled to benefits after you die.

## T

### **Termination Date**

Your last day of work as a MOSERS benefit-eligible employee, as reported by your employer. It must be prior to your retirement date (at least one day).

## V

### **Vested**

Eligible for a future pension benefit once you meet the age requirement for retirement eligibility.

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