

Retirement Resources

PreRetirement Planning

(MSEP/MSEP 2000 Members)

Most valuable for members within 5 years of retirement.

Encourage employees to join MOSERS for a day of pre-retirement planning to find out what to expect at retirement. They will learn how benefits are calculated, discover what options are available, follow a step-by-step time table, and gain a better understanding of BackDROP. Representatives from the Social Security Administration, Missouri Consolidated Health Care Plan (MCHCP), and the State of Missouri Deferred Compensation Plan will also make presentations.

- This seminar will be most helpful to members within 5 years of retirement. Members are welcome to bring a guest.
- All seminars will begin at 8:30 a.m. and will conclude at approximately 4:00 p.m. Members are encouraged to check in by 8:15 a.m.
- Enrollment in this seminar is \$10 per person (i.e. member & guest will be \$20). This fee covers coffee, tea, lunch, and educational materials. Registration can be made online or through the mail. Members must know their MOSERS password in order to register online.

Can't arrange to take a full day for PreRetirement planning? To better serve you, the opportunity is available for a shorter evening session covering MOSERS program information only, excluding other benefit providers. These are held in certain locations 6:00 p.m. - 9:30 p.m. (includes box dinner).

We encourage employers to attend any of our training seminars. Not only are they full of valuable information, you will also be better prepared to answer seminar questions from your employees. HR/pay reps may attend the PreRetirement Planning Seminar at no charge. To register, contact MOSERS at (800) 827-1063 or send an email (mosers@mosers.org). Please indicate you are an HR/pay rep when you register.

Calculating Benefits

Calculating Base Benefit

Retirement benefits are calculated using a formula that is set by law. The formula consists of 3 parts:

Credited Service.....Years and months of credited service including unused sick leave
Multiplier Percentage set by law
Final Average Pay..... Average of highest 36 consecutive months of salary

$$\text{Credited Service} \times \text{Multiplier} \times \text{Final Average Pay} = \text{Base Benefit Amount}$$

Example: MSEP 2000

$$\begin{array}{rcccccc} 20.1667 & & \times & & .017 & & \times & & \$2,500 & & = & & \$857.08 \\ (20 \text{ yrs } 2 \text{ mths of service}) & & & & (\text{multiplier}) & & & & (\text{final average pay}) & & & & (\text{base benefit amount}) \end{array}$$

Calculating Temporary Benefit

The temporary benefit is available to general state employees retiring under the MSEP 2000/MSEP 2011. To receive the temporary benefit, the member must retire under the "Rule of 80" in MSEP 2000 (or "Rule of 90" in MSEP 2011) and be younger than age 62. The temporary benefit is designed to provide members with supplemental income until age 62.

The temporary benefit and any COLAs earned on that amount end when the member reaches age 62.

Credited Service.....Years and months of credited service including unused sick leave
Multiplier Percentage set by law (currently .8%)
Final Average Pay..... Average of highest 36 consecutive months of salary

$$\text{Credited Service} \times \text{Multiplier} \times \text{Final Average Pay} = \text{Base Benefit Amount}$$

Example:

$$\begin{array}{rcccccc} 20.1667 & & \times & & .008 & & \times & & \$2,500 & & = & & \$403.33 \\ (20 \text{ yrs } 2 \text{ mths of service}) & & & & (\text{multiplier}) & & & & (\text{final average pay}) & & & & (\text{base benefit amount}) \end{array}$$

Applying for Retirement

Estimates provided to the employee through the MOSERS 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 the employee receives or even their eligibility to receive a benefit.

Retirement Guide

We encourage members to retire online and begin the retirement process by reading our *Retirement Guide*. This guide. It provides an overview of the process and explains each of the following forms:

- *Retirement Application*
- *Direct Deposit or Pay Card Authorization*
- *Substitute W-4P Tax Withholding*
- *Designation/Change of Life Insurance Beneficiaries* (if applicable)
- *Retain/Change Optional Life Insurance-Retiree Application* (if applicable)
- *Retain/Terminate Dependent Child Life Insurance* (if applicable)
- *Designation of Agent* (optional)
- *Authorization to Release Information* (optional)



Also included are checklists of information we will need from the member so they can have it handy, and a checklist for all of the benefit providers to contact before retiring. The *Retirement Guide* is available online, in the **Members** section under **Brochures**, and in the **Ready to Retire** section.

Retirement Tips

- The date of retirement is the first day of the month when the member begins to receive retirement benefits.
 - The member may retain a set amount of basic and optional term life insurance if he/she retires within 60 days of leaving state employment.
 - Payroll is not to be coded for retirement benefits if it is a nonrecurring lump-sum payment (i.e. a payoff of accrued vacation time).
 - When applying for retirement, the member must provide one of the following documents to satisfy the proof-of-age and lawful presence requirements to receive benefits for himself/herself and spouse (if applicable):
 - U.S. Birth Certificate (original copy with embossed or 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

Please note: A military DD214 is no longer an acceptable proof-of-age document.

New Member Document Upload

Members can now log in and upload documents through MOSERS' secure Member Homepage. Under **Online Documents**, click the link for **Document Upload**. Most proof documents (except a birth certificate, which must be an original) can be uploaded this way. This can be done while the member is logged in to retire online or at any time they want to send MOSERS a proof document quickly. Documents must be in PDF or JPEG format. *Please note: it is suggested that the member scan and save the document(s) first, then log in to the Member Homepage, because the security timer will time out at 15 minutes after log in.*

Termination of Employment

For agencies that do not report sick leave in SAM II, unused sick leave should be reported in hours only (not days). If the employee has no sick leave, please enter "0." **Do not leave blank.** The retirement benefit cannot be verified until we have a termination form verifying the amount of unused sick leave. If the member is retiring directly from active employment, please submit the employee's termination form no later than the first week of the month in which he/she is retiring. Please refer to your *Retirees Requiring Termination Forms Report*.

Life Insurance Coverage for Teachers Under the Public School Retirement System (PSRS)

Some members of PSRS have life insurance through MOSERS. Typically when a member retires, the *Retain/Change Optional Life Insurance (Retiree) form* must be completed. MOSERS will bill the retiree each month for the premium. However, PSRS retirees are **not** eligible to retain basic life insurance coverage.

BackDROP (MSEP/MSEP 2000)

BackDROP is an option that general state employees in the MSEP and MSEP 2000 may be eligible to elect at retirement. This option provides a lump-sum payment in addition to a monthly retirement benefit.

No paperwork is required when the member first becomes eligible for normal retirement. During the retirement process, the member will receive a *Retirement Election Form*. It is on this form that the member may elect the BackDROP (if eligible).

Eligibility

To be eligible for the BackDROP, the member must accrue **at least two years** of creditable service beyond the normal retirement eligibility date.

BackDROP Date

Whatever BackDROP date the member chooses, it must meet both of the following requirements. It must be:

- On or after the date the member was first eligible for normal (unreduced) retirement benefits.
- Within the five-year period immediately prior to the member's actual retirement date.

BackDROP Period

The BackDROP period is the length of time between the member's BackDROP date and his/her actual retirement date. The member may select a BackDROP period (in one year increments) ranging from one year to the total amount of time worked after normal retirement eligibility (maximum of five years).

Monthly Retirement Benefit

When the BackDROP is elected, the member's monthly retirement benefit will be calculated using the final average pay and creditable service as of the BackDROP date. Service or salary accrued after the BackDROP date will not be used.

Members are not required to elect the BackDROP, regardless of how long they work beyond normal retirement eligibility. If the BackDROP is not elected, the member's monthly retirement benefit will be calculated using the final average pay and creditable service as of the actual retirement date.

Lump-Sum Amount

If the member is eligible for and elects the BackDROP, he/she will receive a lump-sum payment in addition to a monthly retirement benefit. The lump-sum payment will be equal to 90% of the Life Income Annuity amount the member would have received between the BackDROP date and the actual retirement date. This includes any temporary benefits, cost-of-living adjustments (COLAs), and other benefit increases.

The lump-sum distribution is considered taxable income for the year in which it is received, unless the member rolls the payment into an IRA or eligible employer plan. Information regarding the tax consequences may be found in our *Special Tax Notice* brochure on MOSERS' website.



Healthcare questions? Contact the Missouri Consolidated Health Care Plan (MCHCP) regarding healthcare coverage for retirees (if applicable). MCHCP's phone number is (800) 487-0771.

Two-Step Retirement Process

The application process consists of two steps. This allows MOSERS to provide the member with individualized information needed to make informed decisions regarding his/her retirement benefit payment.

- **Step 1** - Member must complete and submit a *Retirement Application* (available online). The retirement application must be dated and received by MOSERS according to the due date listed on the chart below coinciding with the date of retirement. MOSERS will use this information to prepare an individualized *Retirement Election Form* containing a benefit estimate.
- **Step 2** - Member must complete and submit the *Retirement Election Form*. On the election form, the member will choose a retirement plan (if applicable), a benefit payment option, and the BackDROP (if eligible). The election form must be received by MOSERS prior to the date of retirement.

The two-step retirement process chart provides document deadlines for each annuity starting date. If the member does not submit these documents by the deadline, the retirement benefit/retirement date may be delayed.

The two-step retirement process does not apply to judges or administrative law judges and legal advisors.

Date Forms Are Due at MOSERS		
Date of Retirement	Step 1: Retirement Application Due	Step 2: Retirement Election Form Due
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



Did You Know?

Once retired regardless of the benefit payment option elected, the member will receive a monthly benefit for the remainder of his/her life (in accordance with the *Revised Statutes of Missouri*).

Benefit Payment Options

When the member completes the *Retirement Election Form*, he/she must elect a benefit payment option. This option determines if a survivor benefit is payable to anyone when the retiree dies.

MSEP	MSEP 2000/MSEP 2011
Life Income Annuity Retiree: Unreduced benefit Survivor: Not available	Life Income Annuity Retiree: Unreduced benefit Survivor: Not available
Unreduced Joint & 50% Survivor Retiree: Unreduced benefit Survivor: Eligible spouse will receive 50% of benefit for the remainder of his/her life	Joint & 50% Survivor Retiree: Reduced benefit Survivor: Eligible spouse will receive 50% of benefit (excluding temporary benefit) for the remainder of his/her life
Joint & 100% Survivor Retiree: Reduced benefit Survivor: Eligible spouse will receive 100% of benefit for the remainder of his/her life	Joint & 100% Survivor Retiree: Reduced benefit Survivor: Eligible spouse will receive 100% of benefit (excluding temporary benefit) for the remainder of his/her life
Life Income With 60 Guaranteed Payments Retiree: Reduced benefit Survivor: Beneficiary(ies) will receive any remaining guaranteed payments*	Life Income With 120 Guaranteed Payments Retiree: Reduced benefit Survivor: Beneficiary(ies) will receive any remaining guaranteed payments (excluding temporary benefit)*
Life Income With 120 Guaranteed Payments Retiree: Reduced benefit Survivor: Beneficiary(ies) will receive any remaining guaranteed payments* <i>*The guarantee starts on the effective date of retirement, not your death, and extends for the term you select.</i>	Life Income With 180 Guaranteed Payments Retiree: Reduced benefit Survivor: Beneficiary(ies) will receive any remaining guaranteed payments (excluding temporary benefit)* <i>*The guarantee starts on the effective date of retirement, not your death, and extends for the term you select.</i>



Great Reasons to Retire Online!

MOSERS has an enhanced online retirement process that has many advantages over filling out paper forms. More than 50% of our members retire online, so we encourage you to promote the benefits to your employees.

It's easy! Once you have met the minimum age requirement to retire, you will have the **Retire Online** link showing on the top menu after logging into your secure Member Homepage.

It's Faster! The entire process should take only about 30 minutes if you have all your information together before starting. See the checklist in our *Retirement Guide* first. There's also a faster turnaround for us to process the forms in step 1 and send your *Retirement Election Form* to you (step 2) as compared to the time it would take if you apply by mail.

It Shows Your Progress Instantly! With the new progress bar on the side, you can see exactly where you are in the online process (indicated by percentage complete) and how many forms are left to complete. A green checkmark appears by the forms you have completed.

It's Convenient! You can retire from the comfort of your home, 24/7. We also provide **Retiree Resources**, direct links to websites of other benefit providers you may need to contact at retirement.

It's Secure! By logging into your secure **Member Homepage**, your information is kept confidential, and there's not a risk of forms getting lost in the mail.

Retiree Home Page

Features

1. Useful References/Tools

- Historical information on COLAs
- FAQs
- Forms, handbooks, brochures, newsletters
- Information about life insurance, reemployment
- Learn about survivor benefits and how to apply

2. Coffee Breaks

- Retiree Coffee Break seminars are held around the state offering educational programs and networking opportunities
- View the schedule with dates & locations
- Educational topics change each year

3. Retiree Connection

- Retiree Connection is a group of MOSERS retirees from all over the state who meet quarterly to discuss issues affecting state retirees
- View the meeting schedule, minutes, and past presentations
- See the listing of members to see who represents your local area

4. Video Library

- Short videos relevant to retirees on their MOSERS benefits

5. Secure Member Login*

By logging in, the retiree gains secure access to personal information:

- View monthly benefit payments
- View & update personal information
- Retirees can register online for a Coffee Break seminar (free!)
- Elect to receive publications via email notification or on paper
- Submit forms online (see page 51 for a list)

6. Payment Schedule

- View the monthly benefit payment date schedule for the entire year (also accessible from the Payment Schedule tab on MOSERS' homepage)



*For members who are setting up a MOSERS password for the first time or have not reset it since December 16, 2014, they should go to the **Register for a Password** page on MOSERS' website and enter their Member ID or social security number. This will generate an email that is sent to the email address we have on file. Next, they enter the verification code (from the email), then create a new password. Also, for security purposes, if a member does not access his/her secure Member Homepage for a year, he/she will have to reset the password upon the next log in.

Retiree Personal Information Page - After Member Login

After Member Login Features

1. View Individual Information

- Once logged in, the retiree may view:
- Life insurance coverage amount and update beneficiaries
- Benefit information
- Details of monthly benefit payments
- Benefit payments by year
- Reprint 1099-R tax form

2. Update Personal Info

- Update name, email address, mailing address, etc.
- Email options - retirees will receive these publications via email notification unless they opt for paper publications (*where applicable*):
 - Quarterly newsletters
 - Monthly benefit payment notice
 - *Annual Benefit Statement*
 - Sign up for Rumor Central Notifications

3. Online Documents

- View important correspondence quickly online in our Document Express center. Files open as Adobe PDF documents.

4. Forms (*May be completed and submitted online*)

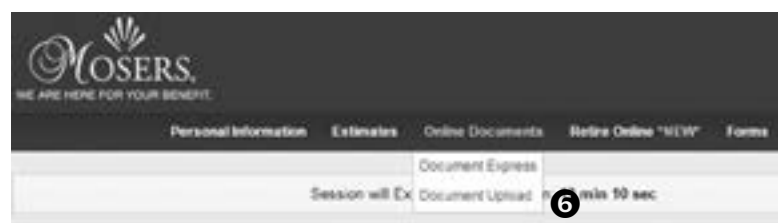
- *Autopay Authorization*
- *Designation/Change of Beneficiaries--Basic & Optional Life Insurance*
- *Retain/Change Optional Life Insurance*
- *Retain/Terminate Dependent Child Life Insurance*
- *Authorization to Release Information*
- *Request for a Division of Benefits Order (DBO) Estimate* (for divorce)
- *Substitute W-4P Tax Withholding* (for retirement or survivor benefits only)
- *Direct Deposit or Pay Card Authorization* (for retirement and survivor benefits only)
- *Designation of Agent*
- *Guaranteed Payment Beneficiary*
- *Final Payment for Retirement/Survivor Benefits*
- *Notification of Change (Personal Information)*
- *Stop Direct Deposit and Issue Paper Check*

5. Expiration Timer

- Shows when the session will expire from inactivity. This is an additional security measure in case the member forgot to log out.

6. New! Member document upload

- Members can now upload most of their proof documents to MOSERS' website.



Member Benefit Payment Information and Check Detail

Retirement Benefit Checks for the last two years for:

SSN: XXX-XX-9999
 Name: Jane X Doe
 Member ID: M999999

[Printer Friendly Version](#)

SELECT	Check Date	Benefit Payment Type	Check Amount
View Check Details	4/30/2008	Regular State Employee Retirement Benefit	1,640.45
View Check Details	3/31/2008	Regular State Employee Retirement Benefit	1,557.16
View Check Details	2/29/2008	Regular State Employee Retirement Benefit	1,557.16
View Check Details	1/31/2008	Regular State Employee Retirement Benefit	1,557.16
View Check Details	12/31/2007	Regular State Employee Retirement Benefit	1,557.16
View Check Details	11/30/2007	Regular State Employee Retirement Benefit	1,557.16
View Check Details		Regular State Employee Retirement Benefit	1,557.16
View Check Details		Regular State Employee Retirement Benefit	1,557.16
View Check Details		Regular State Employee Retirement Benefit	1,557.16

SSN: XXX-XX-9999
 Member ID: M999999
 Jane X Doe

Close Window when you are through viewing Benefit Check.

CHECK DETAIL	
Benefit Payment Type:	Regular State Employee Retirement Benefit
Date of Check:	4/30/2008
Check Number:	857404 E
Check Status:	Cleared
Check Type:	Normal
Retirement Plan:	MSEP
Base Benefit:	\$ 2,165.45
Taxable Amount:	\$ 2,128.49
Medical Premium:	.00
Optional Premium:	.00
Cancer Premium:	.00
State Tax WHT:	275.00
Fed Tax WHT:	250.00
MISC DED 1:	.00
MISC DED 2:	.00
MISC DED 3:	.00
MISC DED 4:	.00
MISC DED 5:	.00
MISC DED 6:	.00
MISC DED 7:	.00
MISC DED 8:	.00
MISC DED 9:	.00
MISC DED 10:	.00
Amount of Check:	\$ 1,640.45

- Retired members and survivors may view their benefit payments online, including deductions
- Employers do not have access to this page

Life Events

Death Before Retirement (General State Employees)

The retirement plan has a death benefit provision for survivors of fully vested members (either active or terminated) who have not yet retired.

When completing the *Termination of Employment* form, please check “deceased” under Section C and report any unused sick leave.

The monthly benefit for the member’s eligible spouse will be calculated using the Joint & 100% Survivor Option formula. To be eligible, the spouse must have been married to the member on the member’s date of death. If there is no eligible spouse, a total of 80% of the monthly benefit will be divided equally among any eligible children younger than age 21.

Duty-Related Death

If a member’s death is determined to be duty-related, the member’s eligible spouse or children will receive a minimum survivor benefit equal to 50% of his/her final average pay. In such an instance, there will be no minimum length of service requirement.

Death After Retirement (General State Employees)

The payment of a survivor benefit depends on which benefit payment option the member elected on his/her *Retirement Election Form* (see page 50).

Irrevocable Elections and Divorce

The benefit payment option selected by the member when he/she completes the *Retirement Election Form* is irrevocable.

The member cannot change (even after divorce) the benefit payment option after the first benefit payment is mailed or electronically transferred by MOSERS.

There are only two exceptions which allow a member to re-elect his/her benefit payment option:

1. If the member was single at retirement and elected the Life Income Annuity and later marries.*
2. If the member was married, elected one of the joint and survivor options and his or her spouse dies, he/she may provide a survivor benefit to a new spouse if he/she remarries.*

* *The member will have one year from the date of marriage after retirement to re-elect a joint & survivor option and name his/her new spouse as the beneficiary.*



Survivors

To apply for survivor benefit payments, the eligible survivor must do all of the following:

- Complete an *Application for Survivor Benefits*.
- Submit a copy of the member/retiree's death certificate (**certified** copy required if the member/retiree had MOSERS life insurance coverage).
- Submit a survivor's proof-of-age and lawful presence document.

When applying for survivor benefits, the applicant must provide **one** of the following documents to satisfy the **proof-of-age and lawful presence** requirements to receive benefits.

- U.S. Birth Certificate (original copy with embossed or 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

Please note: A military DD214 is no longer an acceptable proof-of-age document.

- Submit a copy of the marriage certificate (if spouse is eligible survivor).

If the deceased had life insurance coverage through MOSERS, we will process the claim. A **certified** copy of the death certificate is required by Standard Insurance Company.

Forfeiture/Disqualification of Retirement Benefits

You (and your beneficiary) will forfeit all rights to retirement benefits accrued on or after August 28, 2014 if you have been found guilty on or after August 28, 2014 of a felony 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 duties as a state employee.

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.

Member Demographic Changes

To continue to be diligent about protecting our members' personal information, MOSERS has adopted new procedures regarding member demographic information updates.

If MOSERS receives a phone call with a demographic update (mailing address, email address, phone number, name, etc.) for a member (including active members, terminated-vested members, retiree receiving direct deposit benefit payments and survivors receiving direct deposit benefit payments), we can accept this change over the phone from a member, MOSERS-approved power of attorney, MOSERS-approved custodian, conservator, authorized designated agent or human resource personnel only.

If the member is receiving their benefit via paper check, we must receive requests in writing from the member, MOSERS-approved power of attorney, MOSERS-approved custodian, conservator or authorized designated agent to change mailing address, email address, or phone numbers.

As a reminder, members can always update their own mailing address, email or phone number online, either through ESS or by logging into MOSERS' secure Member Homepage.