

Office of the State Comptroller

Retirement Services Division

Eligibility Status - What To Do If:

▪ **You are Ineligible for a Pension**

- You can apply for a refund of any contributions you have made plus interest credited
 - You can complete an application with your agency Human Resource office upon termination; or
 - You can contact the Retirement Services Division Customer Service Unit for a refund at a later date
- You will be able to restore prior service if you return to state employment prior to a permanent break in service

▪ **You are Vested for Future Benefits**

- You should complete a Vested Rights Application with your agency Human Resource office
- Remember to notify the Retirement Services Division of any address change you may have in the future
- You will receive a retirement package approximately 60 days prior to your earliest eligibility date to commence benefits
- Ineligible for a refund of contributions (limited exception for Tier I)

▪ **You are Eligible for Immediate Retirement Benefits**

- You should complete a Retirement Application with your agency Human Resource office to commence benefits
- You must provide copies of your birth certificate and that of any annuitant plus a copy of your marriage certificate (if married)
- Retirement is the first day of the month following paperwork submission to the Retirement Services Division
- Retiree health insurance (if eligible) begins the first of the month following your retirement date provided you make an immediate transition into retirement.

Note: See reverse side for references to sources of information