

## Congratulations on your upcoming retirement!

We realize that retiring is a significant life event and want to make the process to apply for your MSRS retirement benefit as easy as possible.

### Forms you need to complete and documents to provide:

- Application for Retirement Benefit (required)**  
The application must be signed by you and your spouse (if married) in the presence of a notary.
- Direct Deposit Agreement (optional, but recommended)**  
Complete this form to have monthly payments deposited into your bank account. Generally, payments are deposited the first business day of each month.
- Tax Withholding Certificates (default will apply if you do not complete a Form W-4P and W-4MNP)**  
See page 6 of this form for more details about income tax withholding.
- Photocopy of Birth Records (required)**  
Payment cannot begin until you provide a photocopy of your birth record. In addition, if you select a survivor option, you must provide a photocopy of your survivor's birth record.
- Photocopy of Marriage Certificate (if applicable)**
- Certified Copy of Divorce Decree(s) and Domestic Relations Order(s) (if applicable)**  
If you are currently divorced or have ever been divorced, you must provide these documents, even if the MSRS retirement benefit will not be divided between the parties.

### Timeline to receive payment

You will receive your first payment **about 6 weeks** after the retirement benefit start date indicated in Section 2 of this application. Please plan accordingly. The first payment may be higher because it includes retroactive payments back to your benefit start date. After that, monthly payments will be deposited into your bank account the first business day of each month. If payment is made by check, assume additional time for mailing.

### Things to know

- 1.** Generally, you must end all State of Minnesota employment before receiving a retirement benefit. If you are covered by multiple Minnesota public pension plans, contact MSRS to discuss your individual circumstances.
- 2.** The completed forms and required documents must be mailed to MSRS (we cannot accept a fax or email).
- 3.** MSRS is unable to accept your application more than 60 days prior to the retirement benefit start date you indicate in Section 2 of this application.

#### For more information

- Refer to the **Your Guide to Retirement** brochure
- See the **Guide to Apply for a Monthly Benefit** on pages 6 & 7
- Call MSRS at 651.296.2761 or 1.800.657.5757; or
- Visit our website at [www.msrs.state.mn.us](http://www.msrs.state.mn.us)



### 3. Retirement benefit option

Your retirement benefit is for your lifetime regardless of the option you select. If you choose joint-and-survivor coverage or the life income option, you will receive a lower monthly benefit to provide this additional coverage. MSRS will send you a benefit authorization letter confirming the monthly benefit amount about the time you receive the first payment. You may change your benefit option up to 30 days after the date of the authorization letter. After that, you may not change your survivor option election.

See page 7 for a comparison of retirement benefit options.

#### Choose one option

<input type="checkbox"/>	Single-Life Benefit	This benefit is for your life only and ends upon your death. Proceed to Section 5.
<input type="checkbox"/>	100% Joint-and-Survivor Benefit	Upon your death, your survivor will receive a monthly benefit for their lifetime equal to your benefit amount.
<input type="checkbox"/>	75% Joint-and-Survivor Benefit	Upon your death, your survivor will receive 75% of your monthly benefit for their lifetime.
<input type="checkbox"/>	50% Joint-and-Survivor Benefit	Upon your death, your survivor will receive one-half of your monthly benefit for their lifetime. If you are married, Minnesota law requires that you provide at least a 50% option for your spouse unless they waive survivor coverage.
<input type="checkbox"/>	Life Income, 15-Year Certain	If you die before collecting a monthly benefit for 15 years, your survivor will continue to receive the benefit for the balance of the 15 years. If you die after collecting a benefit for 15 years, your survivor will not receive a benefit.



*Your survivor's age may limit the survivor options available to you. Contact MSRS for details.*

### 4. Survivor information

Complete this section if you selected a Joint-and-Survivor Benefit or Life Income, 15-Year Period Certain option in Section 3.

**DO NOT COMPLETE THIS SECTION IF YOU SELECTED A SINGLE-LIFE BENEFIT.**

Survivor's Name	Social Security Number	Relationship to you



*You must provide a photocopy of your survivor's birth record if you selected a Joint-and-Survivor Benefit.*

## 5. Income tax withholding

Some or all of your pension benefit is taxable income. You have the option to provide instructions to MSRS for federal and state tax withholding. If no instructions are provided, the default withholding will apply.

Federal tax withholding	Minnesota state tax withholding
<ul style="list-style-type: none"><li>• The default federal tax withholding assumes a filing status of <b>single and no adjustments</b> (regardless of your actual marital status).</li><li>• To choose an alternate income tax withholding election (or no withholding), complete a <i>Form W-4P Withholding Certificate</i> and submit to MSRS with your retirement application. For more information, see <a href="http://www.irs.gov">www.irs.gov</a></li></ul>	<ul style="list-style-type: none"><li>• The default Minnesota tax withholding rate is <b>6.25%</b> (Minnesota residence only. MSRS cannot withhold taxes for other states).</li><li>• To choose an alternate Minnesota tax withholding election (specified percentage, dollar amount, or no withholding), complete a <i>Form W-4MNP Withholding Certificate</i> and submit to MSRS with your retirement application. For more information, see <a href="http://www.revenue.state.mn.us/withholding-annuities-and-pensions">www.revenue.state.mn.us/withholding-annuities-and-pensions</a>.</li></ul>

MSRS staff members are unable to provide advice regarding tax withholding. You are encouraged to consult a tax advisor to determine your appropriate income tax withholding.



# Guide to Apply for a Monthly Retirement Benefit

## Information About You

Enter your basic information - legal name, MSRS account ID or Social Security number, contact information, marital status, and your spouse's information.

Private data requested on this form will be used by MSRS to process your request. You are not legally required to provide the data requested. However, we may not be able to process your request without sufficient information. Your private data will not be shared with an unauthorized person without written consent except as authorized by federal or state law or a court order.

## Your Retirement

Indicate the last day you worked for the employer who sponsored your Minnesota public retirement plan and the date you want your retirement benefit to begin. You must be terminated prior to the benefit start date. The retirement benefit start date must be after your last day on payroll.

### EXAMPLE:

Your last day worked is January 20 + 2 days of vacation pay to keep you on the payroll.

Last day on payroll = January 22

Retirement benefit start date = January 23 or after

If the retirement benefit start date field is left blank, your benefit will begin the day after your last day on payroll.

## Income Tax Withholding

Pension benefit payments are taxable income. You have the option to provide instructions to MSRS for federal and Minnesota state tax withholding. If no instructions are provided, the default withholding will apply.

MSRS staff members are unable to provide advice regarding tax withholding. You are encouraged to consult a tax advisor to determine your appropriate income tax withholding.

## Federal Taxes

Complete a *Form W-4P Withholding Certificate* to provide MSRS with instructions for federal tax withholding. If you do not submit a *Form W-4P* to MSRS, federal law requires that we withhold taxes from your monthly pension benefit assuming your filing status is **single and no adjustments** (regardless of your actual marital status).

You can elect not to have federal taxes withheld from your payments. See the *Form W-4P Withholding Certificate* instructions.

Caution: If you have too little tax withheld, you will generally owe the IRS when you file your tax return and may owe a penalty. If too much tax is withheld, you will generally be due a refund when you file your tax return.

For more detail, go to [www.irs.gov](http://www.irs.gov) for *Form W-4P Withholding Certificate for Pension or Annuity Payments*.

## Minnesota State Taxes

The Minnesota Department of Revenue requires that we withhold state taxes from your monthly pension benefit (Minnesota residents only. We cannot withhold taxes for other states).

Complete a *Form W-4MNP, Minnesota Withholding Certificate* to request the default rate of 6.25%, no withholding, or a specified percentage or dollar amount. Submit the form to MSRS with your application for a retirement benefit. If you do not submit a *Form W-4MNP* to MSRS, a flat 6.25% withholding rate will apply. For more detail, see [www.revenue.state.mn.us/withholding-annuities-and-pensions](http://www.revenue.state.mn.us/withholding-annuities-and-pensions).

## Notarized Signature

The application must be signed by you and your spouse in the presence of a notary. Only the original application with signature and notary will be processed. A fax or emailed copy is not acceptable. The date this form is signed must match the date your signature is notarized.

## Spousal notarized signature

If you are married, your spouse must agree with the retirement option you elected and the named survivor. Minnesota law requires that you provide at least a 50% Joint-and-Survivor benefit option for your spouse unless they waive survivor coverage in Section 6.

## Your notarized signature

Your signature acknowledges that you have read and agree to the terms of all elections.

## Minnesota Retired State Employees Association (MRSEA)

We provide MRSEA with a new retiree's name and address. You can request that we not share your information. To learn more about this non-profit organization, visit [www.mrsea.org](http://www.mrsea.org).

MSRS is unable to accept your retirement application more than 60 days in advance of the retirement date you indicated on this application.

Teletypewriter users and telecommunications-device-for-the-deaf (TDD) users call the Minnesota Relay Service at 1.800.627.3529 and ask to be connected to MSRS at 651.296.2761.

# Retirement Benefit Options

This chart is a comparison of the retirement benefit options. Please review your options carefully before completing Sections 3 and 4 of this application.

	Single-Life	100% Joint-and-Survivor	75% Joint-and-Survivor	50% Joint-and-Survivor	Life Income 15-Year Certain
Why choose this option	Provides you the highest monthly benefit compared to other options.	Provides maximum survivor coverage, but reduces your monthly payment.	Provides some survivor coverage, but reduces your monthly payment.	Provides some survivor coverage, but reduces your monthly payment.	Typically used to preserve assets for your children or other family members.
Benefit paid for your lifetime	Yes	Yes	Yes	Yes	Yes
Who can you name as a survivor	N/A	Anyone, but typically a spouse. Your monthly benefit is reduced in order to provide coverage to a survivor upon your death. The reduction is based on the age difference between you and your survivor. The younger the survivor the greater your monthly benefit is reduced.  The age of your survivor may limit you from choosing this option. Contact MSRS for details.		State law requires that you provide at least a 50% Joint-and-Survivor option for your spouse unless they waive survivor coverage.	Anyone.
What happens to benefit upon your death	Monthly payments end. Any remaining account balance is paid to your beneficiary.	Survivor will receive monthly payment equal to your payments for their lifetime.	Survivor will receive monthly payment that is 75% of your payments for their lifetime.	Survivor will receive monthly payment that is 50% of your payments for their lifetime.	If you received payments for: <ul style="list-style-type: none"> <li>• 15 years or more, payments will end.</li> <li>• Less than 15 years, your survivor will receive payments for balance of 15-year term.</li> </ul> <p>Note: If both you and your survivor die before the 15-year term, any remaining balance is paid to your estate.</p>
What happens if named survivor predeceases you	N/A	Monthly benefit will increase (“bounce back”) to the single-life benefit amount after MSRS has been notified and receives a death certificate.			Has no impact on your benefit payment. You can name another survivor.