



# Ready to Retire?

## A Guide to the KCPSRS Retirement Process

Our goal is to make this process as easy as possible for you to take the next steps in your life's journey.

### Before you Begin...

- You must be vested (obtained at least 5 years of creditable service)
- If hired *prior to* 1/1/2014: You must be at least 60 yrs. old **or** must have 75 credit points (age + years of service = credits)
- If hired *after* 1/1/2014: You must be 62 yrs. old **or** must have 80 credit points (age + years of service = credits)
- If interested in a reduced early retirement, you must be 55 years old
- If interested in an estimate of your basic pension benefit, visit the KCPSRS website at <http://www.kcpsrs.org>, and log into your **Member Portal** link (found under the Active Member page) or call the KCPSRS office 816-472-5800 for assistance with logging into the portal

### Schedule an Appointment:

- Call the KCPSRS office at 816-472-5800 or email your Retirement Education Specialist, Erica Hill, at [erica.hill@kcpsrs.org](mailto:erica.hill@kcpsrs.org).

### Retirement Checklist

Be prepared to discuss:

- The anticipated date you plan to retire (always the 1st day of the month)
- Designated Beneficiary/ Survivor Options

Be prepared to bring the following documentation to your scheduled appointment:

- Proof of identity (certified birth certificate or non-expired passport)
- Designated Beneficiary's social security number, date of birth, birth place, address and phone number.
- If choosing a Survivor option proof of survivor's identity (certified birth certificate or non-expired passport)
- Voided check showing your account number, routing number, and contact information of your financial institution for direct deposit of your monthly retirement benefit

## Due Dates

Your retirement application must be on file with KCPSRS no less than 30 days and no more than 90 days prior to your anticipated effective retirement date. For instance if you were to retire at the end of the school year (May 31) your effective retirement date would be June 1<sup>st</sup>. Your appointment with the Retirement Specialist should be scheduled between March 1<sup>st</sup> and April 30<sup>th</sup>. The chart below illustrates retirement application submission and deadline dates for specific retirement dates.

<u>Date of Retirement</u> <i>Always the 1<sup>st</sup> of the month</i>	<u>Date Range Application</u> <u>Can Be Submitted</u>	<u>Retirement Application</u> <u>Deadline</u>
<b>January 1</b>	October 1 – November 30	November 30
<b>February 1</b>	November 1 – December 31	December 31
<b>March 1</b>	December 1 – January 31	January 31
<b>April 1</b>	January 1 – February 28	February 28
<b>May 1</b>	February 1 – March 31	March 31
<b>June 1</b>	March 1 – April 30	April 30
<b>July 1</b>	April 1 – May 31	May 31
<b>August 1</b>	May 1 – June 30	June 30
<b>September 1</b>	June 1 – July 31	July 31
<b>October 1</b>	July 1 – August 31	August 31
<b>November 1</b>	August 1 – September 30	September 30
<b>December 1</b>	September 1 – October 31	October 31

## Questions?

If you need help with any part of the retirement process, our office hours are Monday thru Friday 8:00 am – 4:30 pm where you can:

- Talk to a Retirement Specialist at 816-472-5800
- Meet with a KCPSRS Retirement Specialist

Visit our website <http://www.kcpsrs.org> anytime to find the latest news and check your personal account.

You can also like us  on Facebook at Kansas City Public School Retirement System.

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