

Required Documents

To apply for a retirement annuity, two documents are required:

1. Retirement Annuity Application
2. Proof of Age

Retirement Annuity Application

To apply for a retirement annuity, members must submit a *Retirement Annuity Application* form. An application must be submitted to APERS at least 30 days but not more than 90 days prior to the effective date of the retirement annuity. The application may be submitted online through the member self-service portal, mailed, or hand-delivered. If APERS receives your application after a deadline, you do not have legal recourse for any missed annuity payments.

Proof of Age

Members must provide proof of age before a benefit can be paid. We can accept the following documents as proof of age.

ONE of the following documents:

- Birth certificate issued at date of birth
- Birth certificate issued at any date before age 5
- Baptismal or other church records issued before age 5
- U.S. census report issued 1940 or before
- Social Security Administration document, other than an application for a social security number, that states age or date of birth recognized by SSA.
- Valid U.S. Passport
- Arkansas Enhanced Security Driver's License

-or-

TWO of the following documents:

- Marriage license which shows age or date of birth
- Insurance policy issued at least 10 years prior to current date
- Records from family bible

- Military discharge
- Birth certificate issued at date when person was older than age 5 when certified by the appropriate agency
- Application for Social Security Number

You are responsible for submitting all required forms. If APERS does not receive all of the required forms by the application deadline, your first annuity payment may be delayed.

Application Instructions

The following information explains how to complete the *Retirement Annuity Application*.

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I. Member Information

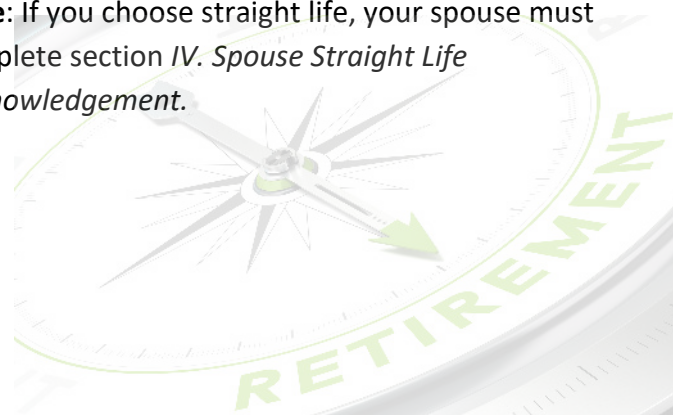
Review the information printed on the form. If you need to correct any of the information in this section, contact APERS. Please provide your "Last day of work" and "Effective date of retirement."

II. Election of Benefit Option

You must choose one of five options for your retirement annuity:

- Straight life
- Option A120
- Option A60
- Option B75
- Option B50

Note: If you choose straight life, your spouse must complete section IV. *Spouse Straight Life Acknowledgement*.



III. Beneficiary Designation

You may designate a beneficiary based on the option you choose in section II. *Election of Annuity Option*.

- **Beneficiary Designation for Option A120, A60, Options** - If you choose the A120 or A60 annuity option, you must designate a beneficiary. You may designate anyone as a beneficiary. If you designate more than one beneficiary, they will share equal portions of your annuity.
- **Beneficiary Designation for Option B75 or B50** - If you choose the B75 or B50 annuity option, your beneficiary must be a spouse to whom you have been married to for at least six months. You must provide a copy of your marriage license and a copy of your spouse's birth certificate. Alternatively, you may designate a person aged 40 or older who receives more than one-half of their support from you. Certified tax records must be provided to document dependency.

IV. Spouse and Notary Public Acknowledgement

In order for your benefit election of straight life to be valid, your spouse must sign and you must have the form signed and notarized by a Notary Public.

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V. Direct Deposit Information

APERS requires that your annuity payments be deposited directly into a financial institution account. Direct deposit is the most efficient and safest method to deliver your payments to you.

On the first working day of each month, APERS deposits your annuity payment into a checking or savings account that you designate. The deposit represents your payment for that month. APERS does not send notice of the monthly deposit; you must check with your financial institution for verification that the deposit has been received.

- For direct deposit, indicate the type of account by choosing the appropriate box.
- If you select checking, provide your account number and routing number or attach a voided check to the application.
- If you select savings, furnish your account number and routing number.

VI. Member Signature

Read the acknowledgement, then sign and date the application.

Federal Income Tax Form

Your retirement annuity is subject to Federal Income Tax. You must elect how APERS will withhold the tax from your annuity payments. You can elect that Federal Income Tax:

- Not be withheld.
- Be withheld using standard tax tables.
- An optional additional amount.

For questions regarding Federal Income Taxes, contact the Internal Revenue Service or review its Publication 575 *Pension and Annuity Income*.

State Income Tax Form

Your retirement annuity may be subject to Arkansas Income Tax. You must elect how APERS must withhold the tax from your annuity payments. You can elect that Arkansas Income Tax:

- Not be withheld.
- Be withheld using standard tax tables.
- An optional additional amount.

The first \$6,000 of your annuity payments may be excluded from state income tax each calendar year.

For questions regarding Arkansas Income Taxes, contact the Arkansas Department of Finance and Administration.

